



The International Chapter of the P.E.O. Sisterhood (Philanthropic Educational Organization)

Title: Special Events Intern

Supervisor: Rebecca Bruce, Convention & Special Events Manager

Deadline for Application: March 15, 2019

The International Chapter of the P.E.O. Sisterhood is seeking one or more Special Events Interns for summer 2019. Successful candidates will have the opportunity to work flexible part-time to full-time hours from May – August 2019, with the possibility to continue through September 2019 to assist with the 74th Convention of International Chapter of the P.E.O. Sisterhood.

A Special Event Intern will have the opportunity to work for the international headquarters based in Des Moines, Iowa, and experience firsthand what it takes to work at a nonprofit, member-based organization, while gaining real experience in event planning, logistics, customer relationship management, mobile application development, communications and marketing. This internship is an unpaid position and will be granted academic credit.

Responsibilities include, but are not limited to, the following:

- Work with the Convention & Special Events Manager (CSEM) and the Document & Event Coordinator (DEC) to coordinate logistics for summer 2019 P.E.O. events, including corporate meetings, the yearly LEAD Conference, the biannual Leadership Team Meeting and the biennial International Convention. These logistics can include coordinating arrangements for bussing, sleeping rooms, meeting space and meals, handling registration processes and executing the event on-site.
- Work with the CSEM, DEC and extended Communications Team to build an interactive mobile app for Convention of International Chapter.
- Assist with Convention of International Chapter attendee communications, including event registrations, payment reminders, confirmation letters and more.
- Assist with the daily management of registration for the Convention of International Chapter.
- Oversee the logistics and execution of registration packet assembly and packaging.
- Assist with other P.E.O. tasks as assigned by the Convention & Special Event Manager and the Document & Event Coordinator.

Requirements:

- Enrolled at a college or university and working toward a degree in advertising, public relations, marketing, hospitality, event management or related field
- Experience in organizing events is preferred, but not required

- Superior written and interpersonal communication skills
- Excellent organizational skills and the ability to multi-task
- Self-motivated, with the ability to work unsupervised and report to supervisor on a regular basis
- Strong attention to detail and the ability to take initiative
- Ability to stand and walk most hours of the day, with ability to lift items 25+ pounds
- Must reside in Iowa and be able to work in the Des Moines office
- Must be 18 years of age or older

Benefits:

- Build your portfolio and establish employment references from an internationally renowned nonprofit organization.
- Flexible hours to accommodate a student's schedule.
- Experience multiple levels of event management, often interacting with leadership forces.
- Gain industry knowledge and forge connections with field professionals.
- Earn college credit toward an internship graduation requirement.

Application packets will be accepted through noon on March 15, 2019 and may be emailed to:

Kelly Kiburz

Kkiburz@peodsm.org

P.E.O. International Executive Offices

3700 Grand Ave.

Des Moines, IA 50312

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P.E.O. (Philanthropic Educational Organization) is celebrating 150 years of women helping women reach for the stars. Since its inception in 1869, the nonprofit organization has helped more than 105,000 women pursue educational goals by providing more than \$321 million in grants, scholarships, awards and loans and the stewardship of Cottey College. Through membership, the P.E.O. Sisterhood has brought together more than a half a million women in the United States and Canada who are passionate about helping women advance through education, while supporting and motivating them. In addition to the educational philanthropies, the P.E.O. Sisterhood provides a framework of support and community for all members.