Calling all Curiosity Seekers:

Basic Function:

If you are interested in the exciting field of planning meetings all over the country, then this internship is for you!

This position offers a hands-on learning experience supporting the meetings and show services team on projects that are focused on enhancing the attendees experience at our conferences and special events.

To be considered for this position, applicants must have an interest in meeting, event planning, travel, and/or adult education. The Meetings and Events Intern reports to Meetings Director and works in concert with the Sr. Meetings Manager and Sales Director. At the conclusion of this internship, the student will have two or three solid project accomplishments that can be incorporated into their experience portfolio/resume.

Learning Projects Include:

* Work with staff to create a mobile app for an upcoming large conference.
* Analyze, recommend, and make changes and edits to event websites, including microsites.
* Determine supply needs for events, and work with vendors on providing items for registrations (badge stock, ribbons, etc) as well as promotional items and supplies.
* Compile and analyze data from large conferences and seminars, and make recommendations for improvement and changes.
* Travel to CAI Law Seminar and/or Annual Conference, to assist with registration, to observe, support and evaluate, and make recommendations.

Minimum Skills and Attributes:

* The ideal candidate is pursuing a degree in event planning, hospitality, public relations or related field.
* Solid verbal and written communication skills; ability to communicate clearly and concisely.
* Customer and team oriented; strong interpersonal skills.
* Proficient in Microsoft Office Suite (Excel, Word, Outlook).
* Possess creativity, flexibility, variety, and growth potential.
* Should be open-minded, a fast learner, enthusiastic, and adaptable.
* Possess the skills to start and complete all projects assigned to him or her.
* Must adhere to all time-lines for projects. Each project will have a timeline of when it needs to be completed.
* Is expected to be present and on time for all professional commitments.

The internship position includes but is not limited to: the planning/coordination and execution of events/meetings; marketing/communications; research; office and database management; correspondence; website/social media management; copy-writing/editing; and much more. CAI is looking for dynamic candidates with a high-level of energy. This is a hands-on internship where the intern will have the opportunity to apply their classroom learning. It will require great initiative and aptitude on the part of the candidate, in order to complete a vast array of projects (often independently) related to every aspect of non-profit business operation. The selected intern will have the ability to use their own creativity and experience to help complete assigned projects. The intern will be working with the Meetings Director, event day volunteers, and CAI personnel.

**Requirements**

* The ideal candidate is pursuing a degree in event planning, hospitality, public relations or related field.
* Applicants who are proficient in Microsoft Office (including Publisher and Excel) and have some experience in event planning, marketing, customer service and/or graphic design are encouraged to apply.
* Possess excellent written and verbal communication and customer service skills.
* Possess creativity, flexibility, variety, and growth potential.
* Should be open-minded, a fast learner, enthusiastic, and adaptable.
* Possess the skills to start and complete all projects assigned to him or her.
* Must adhere to all time-lines for projects. Each project will have a timeline of when it needs to be completed.
* Is expected to be present and on time for all professional commitments.