



FALL INTERN

The intern for the PWIA Conference assists with all facets of the conference ensuring they are completed on time and on budget. They live the mantra “no task too small” to ensure projects are successful.

The Intern performs the following tasks:

- Assists the CEO of the conference with planning of the conference including, scheduling, marketing, sponsorship sales, logistics coordination, registration process and on site.
- Coordinates with other team members including interns, volunteers and any third parties/ vendors, setting and managing any necessary kick-off meetings, status check-ins, etc.
- Establishes task lists and deadlines to keep team on track.
- Maintains ongoing workflow documents and processes, including updating weekly status reports, and requesting/monitoring/tracking production estimates.
- Works with partners to develop presentation materials such as decks, boards, agendas, etc.
- Graphic design skills a bonus and the ability to create social media stickers/MIMS, flyers and other collaterals a bonus.
- Monitor ticket sales and assist with communications via Eventbrite platform.
- Files reports following meetings/conference calls.

The Assistant Project Manager position requires the following:

- Work towards Bachelor’s degree in relevant field.
- Up to 1 year of office experience. Event or meeting planning experience a plus.
- Ability to execute and juggle multiple end-to-end projects efficiently.
- Knowledge of email marketing platforms and event registration platforms a bonus.
- Works well in a collaborative team environment.
- Is a self-starter and can be counted on to work the appropriate number of hours from home as well as in an office environment.
- Strong writing and presentation skills a bonus.
- Proficient in Microsoft Office applications (specifically PowerPoint, Word and Excel).
- May require travel, overtime and evening or weekend attendance at client functions.
- Attention to detail is imperative.

This internship is unpaid and is intended to help with meeting college work credit obligations. A stipend for transportation is available, as is a small cash bonus for good work. Interested parties should send a resume and cover letter to Leann@womeninadvocacy.com.