



Available Internship

Semester: Fall 2022

Position: Events Intern

Position Description: The Youngstown/Warren Regional Chamber is seeking an intern to assist with preparation, organization, and creation of all Chamber's events, as well as internal organization and innovative ideas for the events department.

Responsibilities:

- Assist events team with preparation, event set up and clean up.
- Keep record of attendance during events; update attendance status for all registered guests as 'attended' or 'no show' in Chamber's CRM system.
- Create and maintain a spreadsheet of sponsorship and benefits for all events.
- Keep inventory of all event supplies; (i.e., name tags, raffle tickets, sponsor signs, etc.) reorder or purchase supplies as needed.
- Maintain and update ribbon cutting spreadsheet; pick monthly winner for companies that have liked and shared their ribbon cutting on social media and purchase gift cards for winners.
- Send 'thank you' notes to venues, vendors and sponsors after events.
- Create albums in a centralized library for all event photos.
- Conduct research and create a list of new event ideas.

Qualifications and desired skills:

- Candidate must be working toward an associate, bachelor or master's degree.
- Ability to work independently or with a collaborative team.
- Must be organized and detail oriented.

Location of Internship: Youngstown/Warren Regional Chamber
City Centre One, Suite 500, 100 East Federal Street
Youngstown, OH 44503

Hours Per Week: 10-20

Hourly Wage: \$10 - \$14 per hour.

How to apply: Please send resume and letter of interest to Kim Calvert at kim@regionalchamber.com.

About Us: The Youngstown/Warren Regional Chamber (Regional Chamber) is a private, non-profit organization that provides leadership and business services to promote the growth of our nearly 2,900 members—representing more than 125,000 employees in the Valley. We offer our membership access to a range of benefits, from discounts on healthcare and workers' compensation to networking opportunities at more than 100 events annually.

Furthermore, as the lead economic development organization representing Ohio's Mahoning and Trumbull counties, the Regional Chamber is the single point of contact for all business-related services, coordinating local development efforts among the many organizations working to serve the business community.