

Meeting and Events Intern for Trade Association

The Professional Services Council (PSC) is the voice of the government technology and professional services industry, representing the full range and diversity of the government services sector. As a trusted industry leader on legislative and regulatory issues related to government acquisition, business and technology, PSC helps build consensus between government and industry. Our nearly 400 member companies represent small, medium, and large businesses that provide federal agencies with services of all kinds, including information technology, engineering, logistics, facilities management, operations and maintenance, consulting, international development, scientific, social, environmental services, and more. Together, the trade association's members employ hundreds of thousands of Americans in all 50 states.

PSC periodically provides opportunities for interns to expand their learning (and often academic) experience through engagement with PSC staff, our members and issues that we work on. Our prior interns have found that these experiences are highly valued, particularly in the government contracting and public policy marketplaces.

Under the direction of the Senior Manager, Events, the intern will observe and assist with various projects assigned by the Events department.

Responsibilities may include:

- Assisting with the planning and coordination of meetings and events
- Assisting with the creation of hard and soft copy files
- Assisting in communications around event management including BEOs, timelines, calendars, reports,
- Assisting with answering phones and transferring calls to appropriate staff
- Assisting with events sales process
- Observing and assisting in all event logistics
- Assisting in on-site event execution to include set up, break-down and AV support
- Assisting in providing customer service to PSC members and event attendees

Intern will gain and/or improve upon his or her:

- General communication and customer service skills
- Understanding of inner workings of nonprofit organization
- Understanding an knowledge of all phases of event planning
- Client intake procedures and exceeding client expectations
- Knowledge of conflict resolution and guest satisfaction
- Catering operating procedures and event execution
- Ability to work in a fast-paced, mission-driven organization
- Understanding of special events and hospitality industry

Qualifications:

- Strong interpersonal, verbal and written communication skills
- Basic computer processing skills including Microsoft Office and Internet
- Interest in Hospitality Industry and/or Association Management
- College coursework or comparable work experience preferred
- Preference will be given to college juniors and seniors and those seeking academic credit

PSC standard office hours are: M-F 8:30 a.m. to 5:30 p.m. Intern hours are flexible to accommodate class schedule. Please send resume AND one paragraph on your professional goals and why this internship is of interest to you.

Pay Status: Paid/\$10 per hour

To apply, send us a cover letter and resume.

Contact Information:

Melissa Phillips, VP, Events & Operations

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