

Events and Promotional Intern

Job Description:

The intern will be in charge of organizing, planning, and assisting in all SAEC related events over the spring & summer semester, with specific emphasis on our National Launch Party, scheduled for late September. Events include parties, networking events, open houses, pitch days, startup connectors, meetups, etc. Tasks will include scheduling caterers, communicating and scheduling with other startups, coming up with creative event ideas including fun giveaways, contests, and promotional concepts with merchandise and branding. The intern will have the freedom to creatively plan, organize, and execute many events that will be crucial to the maintenance and growth of our entrepreneurial ecosystem.

Qualifications:

We are looking for energetic, enthusiastic, and self-motivated students who are looking to take on a large amount of responsibility. Being a part of a startup community requires you to be in a fast-paced working environment and to go with the flow! Additionally, we are looking for someone who is very well organized and comfortable with mingling with a variety of business personas.

We would like to have students who are well rounded with a healthy combination of positive grades and extracurricular activities. They must have good interpersonal communication skills, as well as be able to interact with people in business and personal settings. We will work hard to ensure that the student can apply for school credit for this internship. Furthermore, we will work hard to ensure that this is a learning experience for you.

Application Instructions:

Please fill out the following application at www.sa-ec.org as well as attach your resume in an email to info@sa-ec.org. We will be setting up interviews in the office over the next few weeks.