

Bucks County Conference and Visitors Bureau, Inc.
Job Description

Position: Meeting, Events & Sports Intern

Reports to: Meeting, Events & Sports Marketing Manager

Scope of Job: Interact with meeting and event planners, brides, sports tournament organizers and the BCCVB partnership in promoting Bucks County by assisting the Meeting & Events Manager in follow-up with all leads and coordination of events. He or she will also assist the Meeting & Events team in coordinating special events, site surveys, tradeshow, sales missions and familiarization (fam) tours.

Responsibilities:

The primary responsibilities for this position include but are not limited to:

- Assist with maintaining: BCCVB online meeting planner and wedding planner guide, booked and lost meeting & event business, Meeting and Events Database (D3000)
- Attend trade shows and expos
- Assist sales staff with follow-up calls to clients and BCCVB partners.
- Assist with coordination of sales missions, fam tours, Gateway to Bucks County, Annual Bridal Show and other special events
- Assist with coordination of Sports Commission and other committee meetings.
- Perform other duties as assigned

Specifications:

The successful candidate for this position possesses the following skills and abilities:

- Strong communication and writing skills
- Outstanding time management skills and ability to function in a fast-paced, changing environment
- Self-starter, ability to work independently on assigned tasks
- Knowledge of Windows XP

Compensation: Unpaid Internship

Please email or mail cover letter and resume to:

Heather Walter
Meetings, Events & Sports Marketing Manager
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