



## Business and Event Development Internship

Job Title	Economic Development for Central Oregon (EDCO) Business & Event Development Intern
What to Expect	<p>This position will keep you busy, offer you the chance to flex your creativity muscles and expose you to a variety of tasks, people, companies, and resources.</p> <p>In this role you'll get:</p> <ul style="list-style-type: none"> <li>• Exposure to Central Oregon's broad business community</li> <li>• To partner with EDCO staff to execute the organization's various well-attended events</li> <li>• A pay check</li> <li>• To initiate strategies to reach key audiences via social media marketing, print materials, website maintenance, etc.</li> <li>• A "vote." Your opinion and insight matters.</li> <li>• To flourish as part of a small team of hard-working professionals</li> <li>• To demonstrate your skills in general project management, administrative tasks, graphic design and event logistics support</li> <li>• Flexibility, both in terms of tailoring the position to your skill set and scheduling (days/times)</li> <li>• An up-close look at and exposure to Central Oregon's exciting entrepreneurial scene*</li> </ul>
Job Qualifications	<p>The ideal candidate has:</p> <ul style="list-style-type: none"> <li>• Experience with the MS Office Suite and PowerPoint (or Prezzi, or a similar program)</li> <li>• Aptitude to work both collaboratively and autonomously</li> <li>• Web and social media savviness</li> <li>• Solid communication skills (written and verbal)</li> <li>• A professional, friendly demeanor</li> <li>• Had some exposure to online email marketing tools like Constant Contact or Mail Chimp, for example</li> <li>• A desire to learn</li> </ul> <p>You'll rise to the top if:</p> <ul style="list-style-type: none"> <li>• You are familiar with WordPress and project management software (i.e. MS Project, Podio, AirTable)</li> <li>• Graphic design is on the list of things you like and are good at</li> <li>• You have used event registration software (i.e. Eventbrite, Cvent)</li> <li>• You are familiar with CRM software (i.e. Salesforce, Insightly, Hubspot)</li> </ul>
How to Apply	Please send an electronic cover letter and a resume to <a href="mailto:erin@edcoinfo.com">Erin Chaiet</a> , EDCO Operations Manager ( <a href="mailto:erin@edcoinfo.com">erin@edcoinfo.com</a> ).

\*This position works closely with EDCO staff to put on events such as the Central Oregon PubTalks, which draw hundreds of monthly attendees, and the [Bend Venture Conference](#) (BVC, a bit like ABC's *Shark Tank*), which draws 500+ attendees and has awarded \$10 million to 37 companies in the last five years.