

Event Coordinator Internship Opportunity-

Councilmember Rose Herrera's Office –Community Relations Section is responsible for the coordination of public community events and ceremonial celebrations for the City of San José Council District 8.

The Council Office is offering an unpaid Event Coordinator Student Internship position that will begin in the Spring of 2014 (end of January-end of May). Interns contribute to all aspects of event production and gain valuable experience through exposure to a variety of industries and skills. The internship entails preparation of the event as well as other events the office may produce. A well-rounded portfolio with true responsibilities and results is an outcome.

Intern responsibilities include: directly assisting team with daily operations which include, but are not limited to:

- Prepares and reviews contracts, permits, applications and any other document associated with special events.
- Prepares and reviews event lay-out, maps and coordinates schedules of vendors and/or participants.
- May plan, coordinate, conduct and/or attend meetings as needed.
- Provides creative writing and other technical assistance for a variety of collateral materials including news releases, brochures, and Audio/Video scripts; designs and produces such materials using desktop publishing techniques.
- Prepares, coordinates and reviews event program, activities and outlines, including staffing, timelines and event configuration.
- May provide event information or referrals as needed, including developing media collateral and logging media requests.
- Respond to client, vendor, participant or constituent requests, questions or complaints.
- Prepares event and program evaluations as needed.
- May include other duties and tasks of a similar nature as assigned.

Minimum Qualifications:

- Excellent organizational and communication skills
- Ability to handle multiple tasks/ projects simultaneously while meeting deadlines
- Comfortable working independently in a high profile position
- Experience in Microsoft Office and data entry.

Desirable Qualifications (not required):

- Microsoft Outlook, Constant Contact

Time commitment:

- The internship positions available will require a time commitment of part-time 25 hours per week or 30-35 for full-time commitment.
- May include evenings, weekends and some holidays.

Interested and qualified candidates are encouraged to apply by e-mailing their resume to jennifer.gonzales@sanjoseca.gov. Please include "Council District 8 Student Intern" in the subject line.