

PD NetWORK

Company/Organization: Charlotte Center City Partners

Position: Program & Events Intern

Company/Organization Overview: <https://www.charlottecentercity.org/about-us/>

Internship Overview:

Interns will assist in the planning and production of programs and events.

- Participate and assist in the creation, organization, coordination, and on-site management of all programs and events with an emphasis on stakeholder relations, talent procurement, and marketing support
- Develop support and communicate in a professional manner with a variety of event resources including restaurants and caterers, hotels, media contacts, vendors, volunteers, corporate stakeholders, property managers, police, fire, and city services
- Provide professional customer service by phone, email, and in person
- Maintain daily log/journal of tasks
- Perform routine administrative/office tasks as required, including but not limited to preparing reports and correspondence, copying and filing documents, answering phones, entering computer data, reviewing mail and literature, conducting and attending meetings, faxing information, running errands, etc.
- Provide on-site event production assistance as required for special events and programs

Timeframe and Hours: Full-time (May – August; can work thru December if available)

Compensation: Stipend and paid parking pass.

Qualifications:

- All applicants should be willing to work nights, holidays and weekends.
- Applicants should be willing to spend 3-5 days in office for 25+ hours per week.
- All applicants should have a strong work ethic and display a willingness to learn.
- Proficient in Microsoft Office
- Able to lift at least 20 lbs., able to stand for long periods of time, and walk long distances

**Please submit your resume to Steve Bondurant '98 at steve.bondurant@providenceday.org
or call 704-887-6039 with questions.**