EVENTS AND SPECIAL PROJECTS INTERN

JOB DESCRIPTION

The Columbus Partnership is a non-profit, membership-based organization of more than 70 CEOs from Columbus’ leading businesses and institutions. The organization’s primary goal is to improve the economic vitality of the Columbus Region through collaboration and thought leadership.

The Events and Special Projects Intern is a part-time, paid position for third and fourth year undergraduate students or recent college graduates. This position will last approximately eight months during the standard academic year (September to May).

Responsibilities of the Columbus Partnership Events and Special Projects Intern include, but are not limited to:

- Assist with the development and execution of key member programs including, but not limited to, the Partnership’s annual leadership retreat, quarterly board meetings, annual trip to D.C., and executive committee meetings;
- Assist with the development and distribution of related member program materials;
- Conduct research that supports program development and briefing materials;
- Responsible for maintaining inventory and organized storage of Columbus Partnership event-related materials and supplies;
- Maintain and update a comprehensive calendar of member activities, community events, important internal deadlines;
- Upkeep and maintain digital media assets for the Columbus Partnership including the organization website as well as video and photo archive when and where appropriate;
- Provide project management and support for the execution of internal staff events as needed;
- Help keep a pulse on important community issues by staying current on issues of the day, members in the news, and following social media response to local events that impact our work;
- Participate in brainstorming and strategy sessions with the Partnership team;
- Assist with internal recordkeeping by maintaining comprehensive archives of all Partnership members and companies, as well as guest list management and upkeep of member and external contact information;
- Perform data entry into CRM and email systems; update/add/remove contacts; and
- Provide general administrative support to the team as required.

QUALIFICATIONS

- Experience managing projects from start to finish.
- Excellent organizational skills.
- Outstanding attention to detail.
- Exceptional hospitality and customer service.
- Strong writing and communication skills.
- Professionalism and discretion working with confidential tasks and information.
- Strong proficiency in Microsoft Office programs and Adobe Acrobat.
• Ability to thrive in a fast-paced and dynamic environment, sometimes under pressure, remaining proactive, resourceful and efficient.
• Flexibility to work outside the standard 8 a.m. - 5 p.m. workday to accommodate meetings and events.
• A collaborative attitude, a can-do spirit, an interest in current events and a love of the Columbus Region.
• Knowledge of the Adobe Creative suite is preferred, but not required.

Applicants must be able to commit, at minimum, to work eight months at 15-25 hours per week during the hours of 8:00 a.m. and 6:00 p.m. Interns may be required to work outside regular business hours; and will be notified of such instances in advance.

The internship will begin Tuesday, September 4, 2018, and concludes Friday, May 3, 2019. Terms of commitment can be negotiated upon hire with the direct supervisor.

COLUMBUS REGION FELLOWSHIP PROGRAM
If selected, you will be part of a cohort of young, hardworking, and ambitious students that support the overall missions of the Columbus Partnership, Columbus 2020 and Smart Columbus. Together, these organizations work to align public and private sector leaders around economic priorities in the Columbus Region. During your internship, you will be exposed to each of these organizations and have the opportunity to do cross-over experiences with each. The Fellowship Program also provides a platform to meet and engage with some of the Columbus Region’s top business and community leaders.

WHY SHOULD I APPLY?
As an intern with the Columbus Partnership, and a member of the Columbus Region Fellowship Program, you will gain valuable knowledge and experience that will broaden your perspective and help jump-start a career upon graduation. The internship and Fellowship Program experience is designed to deliver two key outcomes:

REAL WORLD PROFESSIONAL DEVELOPMENT EXPERIENCE:
Your time will be spent working within an organization that has great impact on the Columbus Region economy. The Events and Special Projects Intern will be a critical member of our team, working closely with a group of experienced, driven professionals on a variety of community initiatives that will help shape the future of our city. Through this internship, you will gain professional acumen and hone transferrable, real-world skills.

THOUGHT LEADERSHIP:
In addition to Partnership programs, you will attend and/or assist with a variety of community events that provide opportunities to learn from thought leaders on a wide range of topics. These engagements will expose you to new ways of thinking and perspectives that will help shape your outlook on our community and world. We will intentionally program a handful of sessions for you to engage with members and leaders of our own staff to discuss leadership and career development.
TO APPLY
Interested applicants should send the following required materials to
internships@columbuspartnership.com by Sunday, July 29, 2018 (11:59 p.m. EST).

1. Completed ‘Applicant Information Form’
2. Cover letter
3. Resume with at least two non-family references
4. Copy of fall semester class schedule
5. Available times for an interview between Monday, August 6 and Friday, August 10, 2018 (8:00 a.m. to 6:00 p.m.)
6. Writing sample – this writing sample should be a one page summary of a project that you were involved in. Questions that should be addressed:
   i. What was your project?
   ii. What was your role?
   iii. What specific steps did you take to accomplish your responsibilities?
   iv. Was there a time when the project was not going as planned? If so, how did you remain adaptable to ensure the project was completed?
   v. What was the overall impact of the project?

TIMELINE and SELECTION PROCESS:
- Sunday, July 29, 2018 | Applications are due by 11:59 p.m. EST
  - All applicants will be notified by Wednesday, August 1, 2018 whether they receive an interview or not. Finalists will be provided their interview dates and times.
- Week of August 6 | Interviews
  - Finalists will be notified and offers extended by Friday, August 17, 2018.
- Tuesday, September 4, 2018 | Internship start date (can be negotiated with direct supervisor).

SUBMISSION INSTRUCTIONS:
- Applications are due Sunday, July 29, 2018 at 11:59pm EST via the two following options:
  - **Electronic:** Send your completed application in PDF format to internships@columbuspartnership.com.
  - **Hard Copy:** Mail or hand-deliver your completed application to 150 South Front Street, Suite 200, Columbus, Ohio 43215 during regular business hours. Attn: Human Resources. Please note: our office hours a M-F, 8:00 a.m. - 5:00 p.m.
# Applicant Information Form

**First Name**  
**Last Name**

**Current address**  
**City**  
**State**  
**Zip**

**Email address**

**Cell phone number**  
**Alternate phone number**

**University/College**  
**Major**  
**Graduation Date**

**In addition to this form, please include the following:**
1. Cover letter
2. Resume with references
3. Copy of fall semester class schedule
4. Available times for an interview the week of August 6 (8:00 a.m. to 6:00 p.m.)
5. Writing sample

**Confirmation**

By signing below, you attest that:

- All information provided is true and accurate; and
- You commit to all internship responsibilities starting September 4, 2018, and concluding May 3, 2019, or at an otherwise determined date.

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**Signature**  
**Date**