



EVENT PLANNING INTERNSHIP

Purpose Definitely De Pere is seeking a highly motivated and talented undergraduate-level intern to join its events teams. The ideal candidate is detail-orientated with great interpersonal skills and a passion for downtown revitalization.

About Definitely De Pere Definitely De Pere is a 501(c)(3) non-profit organization that helps drive small business success, improve quality of life, and bring new visitors, residents, businesses and revenue into the city. The community-driven organization works closely with volunteer committees and collaborates with the business community. Program areas are marketing and events, economic enhancement, design and beautification, and historic preservation.

Duties Responsibilities will vary, depending on the experience and interest of the candidate. In general, the intern will be responsible for assisting the events team with event coordination and management activities. Duties will likely include:

- Work with event vendors, performers, artists and others.
- Organize special event activities.
- Coordinate volunteers for event needs.
- Work with business owners to secure participation in events.
- Other duties as needed in event preparation and committee work.

Desired Qualifications

- At least a sophomore standing, pursuing a degree in a related field.
- Organized, detail-oriented, capable of managing multiple tasks.
- Strong written and oral communication skills.
- A driven individual that can work independently and with a team.
- Experience in event planning preferred.

Scheduling 10-15 hours weekly, flexible to fit the needs of the student.

Compensation Class credit and paid internships available. Eligibility requirement for paid internship includes prior completion of unpaid internship.

How to apply Please send a resume via email to kendall@definitelydepere.org.