



EVENTS 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 with media partners.
- Communicate with downtown businesses and event sponsors.
- Recruit and manage event volunteers.

Desired Qualifications

Enrolled in a college or university, pursuing a degree in a related field.

Organized, detail-oriented, capable of managing multiple tasks.

Strong written and oral communication skills.

Work effectively both independently and with a team.

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

Compensation Class credit

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