



## **Internship Opportunity: Event Planning Assistant**

### **Overview**

The ENC is looking for a responsible individual who is interested in learning about event planning. As an intern, you will assist with all of the different types of events including, faires, weddings, receptions, galas and more.

**Position:** Event Planning Assistant (up to 20 hours/week with flexible work schedule)

**Pay Rate:** Unpaid, class credit with school approval.

### **JOB DUTIES:**

- Assists with organizing client information
- Organize facility rental Inventory
- Update vendor information files
- Conduct market research
- Assist with creating event timelines and maps

### **SKILLS AND EXPERIENCE:**

- Highly detail-oriented and organized
- Dependable and reliable
- Can think critically and thoughtfully to execute project-based assignment
- Ability to use of a personal computer and current Office software applications.
- Ability to communicate effectively both orally and in writing in English.

### **SPECIAL REQUIREMENTS**

Must have reliable transportation to and from the facility. Although rare, must be willing and able to work evenings, weekends, and holidays as needed.

### **APPLICATION AND SELECTION INFORMATION**

Resumes may be submitted via email: [Lori@encenter.org](mailto:Lori@encenter.org). For additional information, please call Heather at (949) 645-8489 ext. 103.

The Environmental Nature Center will review applications. Applicants with the most pertinent experience, education and training may be invited for an interview. The Environmental Nature Center is an equal opportunity employer.