

Student Job/ Internship
Title: CONFERENCE AND EVENT PLANNING COORDINATOR
Name of Organization: Colorado State University

Supervisor: Esther Duke

Work Hours: Specific hours are flexible – but must fall between 8:00 am – 5:00 pm M-F. Total hours depend on work-study designation. Min 400 hrs. Max 800 hrs.

Beginning & Ending Dates: 04/17/17 – 02/31/18 (approximate dates with opportunities to continue through Fall of 2018 depending on performance)

Pay/Compensation: \$10 per hour (all students are welcome to apply, work-study awardees preferred)

This internship meets the requirements for Natural Resource Recreation and Tourism Majors

Job Concept

We are seeking an organized and motivated student employee or intern to provide administrative support in event/conference planning. He/she will primarily be responsible for print program layout and design, social media promotion, website updates/development, volunteer recruitment, placement, training and coordination and social event planning/field trip coordination, for two large international conference and training programs. The conference and training programs are Pathways 2017 (September 17 - 20, 2017, Estes Park, Colorado), and Pathways Africa (January 8 – 10, 2018, Windhoek, Namibia). Other job duties will include correspondence with conference attendees, soliciting donations, marketing the event, ordering supplies, running errands, and graphic design. Pathways is a conference and training program designed to address the myriad issues that arise as people and wildlife struggle to coexist in a sustainable and healthy manner. Our mission is to increase professionalism and effectiveness in the human dimensions of fisheries and wildlife management field.

This position demands a flexible work schedule and someone who has good interpersonal communication skills, works well on a team, and is very organized. The applicant must demonstrate a strong work ethic. The applicant must also be proficient in Microsoft Excel, PowerPoint Publisher, and Word (including mail merge tools). Experience using at least one graphic design program (In Design, Illustrator, Photoshop, etc.) and WordPress is strongly preferred. Interest in and knowledge about wildlife conservation and management issues is helpful, but not required.

The Conference and Event Planning Coordinator reports directly to the Director of Special Projects and Programs for Human Dimensions of Natural Resources Department.

Skill Requirements

- Computer Skills - proficient in Microsoft Excel, PowerPoint, Publisher, and Word (including mail merge tools). Experience using at least one graphic design program (In Design, Illustrator, Photoshop, etc.) and WordPress is strongly preferred but not required.
- Good attention to detail
- Good communication skills

Physical Job Requirements

- Occasional lifting of 50 pounds or less during event set-up

Other Job Requirements

- Must be a Colorado State University Student

Job Responsibilities

- Program layout and design
- Social Media management
- Website and social media management
- Volunteer recruitment, placement, training, and coordination
- Social event planning
- Field trip/excursion coordination
- Soliciting donations/ donor relation management assistance
- Running errands
- Event planning, implementation, follow-up
- Onsite logistics

Learning Benefits for Student

- Correspondence with conference attendees and speakers who are world leaders in fish and wildlife conservation and management – build your network.
- Gain development experience - soliciting donations/ donor relation management
- Conference and large event planning experience
- Gain practical marketing and communication experience by developing managing conference website along with social media outlets.
- Hands on communication, negotiation, and networking skills

Likely Schedule

The start date will be around April 17th. A potential summer schedule:

- Train part-time (10 - 15 hours per week) mid-April to mid-May
- Work part-time (~20 hours per week) during the 2017 summer break

A potential schedule for students taking classes in the fall would look like this:

- Work part-time (10 - 15 hours per week) during the fall 2017/spring 2018 semester
- The intern must be available to travel to Estes Park and work fulltime the week of the conference (week of September 17th)
- Additional availability in September is preferred
- The intern must be available to work fulltime over the winter break in 2017/2018 (with a few days off for Christmas and New Year's holidays)

(If you are not taking coursework, then we can discuss appropriate changes to this schedule.)

How to Apply

Interested applicants should send their resume and answers to the following questions to Esther Duke (see contact information below).

- 1) Why are you interested in this internship?
- 2) What previous experience or skills do you have related to event coordination?
- 3) What previous experience or skills do you have working internationally or cross-culturally?
- 4) What days/hours are you available to work?

Finalists will also need to supply contact information for three references.

Deadline to Apply

Applications must be received by Thursday April 5th, 2017. Early submissions are greatly appreciated.

Contact Information

Name: Esther Duke

Title: Director of Special Projects and Programs, Human Dimensions of Natural Resources Dept.

Company: Colorado State University

Address: 1480 Campus Delivery, 232 Forestry Building, Fort Collins, CO 80523-1480

Phone #: 970-491-2197

Fax #: 970-491-2255

E-mail: Esther.Duke@Colostate.edu

Websites:

Pathways Africa www.PathwaysAfricaConf.org

Pathways 2017: www.hdfwconference.org