



Vermont Adaptive Internship Program

Special Events Marketing Intern

Location: **Pico Mountain, Killington, VT with the ability to travel to other program locations**

Our team is looking for an enthusiastic student who is eager to learn more about various aspects of special events, promotions and marketing for a non-profit organization. The special events marketing intern works under the supervision of the director of strategic partnerships. Interns must be available to work flexible hours including weekends, evenings and holidays.

Overview of Duties, Responsibilities, and Requirements

- Assist the director of strategic partnerships to coordinate logistics for special events and promotions for Vermont Adaptive
- Contact vendors as needed to move event logistics forward
- Work with committees and/or key volunteers to move tasks forward
- Organize & purchase supplies for event as needed
- Event planning, promotion, and on-site execution including set up and tear down
- May be asked to assist other departments

Minimum Qualifications:

- All interns must be at least 18 years of age; should be a third year college student or equivalent with the intention of pursuing a career in event and promotion management.
- Strong written and oral communication and interpersonal skills.
- Must have access to use of a laptop and smartphone.
- Clean driving record and reliable transportation.
- Intermediate or advanced skier or snowboarder.
- All interns must have a strong work ethic, flexibility, a love for the outdoors, an open mind and a love for working with people.
- Start and end dates vary by individual student and academic requirements.

Benefits

- Access to professional training opportunities
- No Housing provided
- Possible stipend and/or credit available

To Apply

- Send Resume, Cover Letter, and list of at least three references to:
 - Jeff Alexander, Director of Strategic Partnerships, partners@vermontadaptive.org