



Experience Works! PLUS Internship Program | Available Internship

Please review the EWP Handbook for full program eligibility and application processes. The WFWIB funds internships at its discretion and reserves the right to screen worksite and individual intern applications to ensure program eligibility. We cannot guarantee an interview or internship offer if a student is referred to one of the following organizations. Program spots are limited and filled on a rolling basis.

Internship Job Title

Event Coordinator

Location:

Latrobe, PA

Responsibilities:

- Assist in ensuring planning, communication and scheduling a variety of events including but not limited to annual events, dinner programs, game nights and special interest group meetings.
- Assist with managing pre and on site registrations for all events and programs.
- Work with Marketing and Human Resource team to execute marketing activities necessary to ensure successful events.
- Help secure equipment and rentals as needed.
- Help set up / tear down and overall coordination of entire event.

Critical Skills:

- Organizational skills to manage multiple tasks.
- Attention to detail.
- Self-starter who takes initiative and is highly reliable
- Ability to work independently and a part of a team