



Experience Works! PLUS Internship Program

A program of the Westmoreland-Fayette Workforce Investment Board

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 Planning & Marketing Intern

Location:

Latrobe, PA

Responsibilities:

The Event Planning & Marketing Intern will assist in the coordination, promotion, and execution of Chamber events and programs. This role offers hands-on experience in event management, marketing communications, and community engagement—ideal for a student interested in event planning, marketing, or nonprofit management.

- Assist with the planning and logistics of Chamber events, networking programs, and special initiatives
- Support on-site event setup, registration, and coordination.
- Help manage vendor and venue communications.
- Create and schedule social media posts promoting Chamber events, programs, and member highlights
- Assist in designing digital and print marketing materials (flyers, graphics, email campaigns, etc.).
- Contribute content ideas for newsletters, blog posts, and other communications.
- Help capture photos, videos, and testimonials to showcase event success and engagement.
- Support outreach efforts to engage members and the local community for events.
- Assist with registration tracking, attendee communications, and event reminders.
- Help identify opportunities for sponsorships or partnerships tied to Chamber events.

Critical Skills:

- Current college student or recent graduate majoring in marketing, communications, hospitality, event management, or a related field.

- Strong interpersonal and communication skills, both written and verbal.
- Detail-oriented and organized, with the ability to manage multiple projects.
- Proficient in Microsoft Office and social media platforms (Facebook, Instagram, LinkedIn).
- Experience with Canva, Mailchimp, or CRM systems is a plus.
- Enthusiastic about community engagement, local business, and event planning.
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