



## 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:**

Sponsorship and Event Coordinator

### **Location:**

Latrobe, PA

### **Responsibilities:**

Coordinate Latrobe Summer Concert Community Bands that are scheduled to perform. Promote the concert series through social media, newspaper articles and flyers to increase attendance. Help in set-up for the concert scheduled for two (2) Saturdays a month in June, July and August.

Additional tasks may include creation of the McKinley Farmers Market by contacting Vendors and establishing contacts to help sponsor the Market. Vendor space layout, secure City permits along with Insurance for the event and for the participating vendors. This would occur Saturday mornings from 8AM to 1PM

### **Critical Skills:**

Verbal communications, skilled with Google docs and sheets along with graphic design as required for creation of marketing materials and signage.