

# National Civic League

<https://www.nationalcivicleague.org/>

## All-America City Event Intern Denver, CO

**Deadline for applications is Friday, January 29, 2021**  
**Part-time paid: minimum wage, \$14.77**

**For more details, see:**

<https://www.coloradononprofits.org/careers/nonprofit-internships/all-america-city-event-intern>

The intern will support League operations by assisting with virtual event planning for meetings and conferences, helping with administrative tasks and related activities. The intern will assist the All-America City Award Program Director.

### **Responsibilities include:**

- Virtual event planning, design and production for the 2021 All-America City Awards and Conference
- Propose ideas to improve virtual offerings and event promotion.
- Assist in the management of all event details such as registration, marketing, technology, communications, etc.
- Write and summarize content for use before during and after the event.
- Proactively handle any arising issues and troubleshoot any emerging problems on the day of the event.

### **Skills and Qualifications:**

At least two years of a four-year degree program completed, preferably in a field related to communications/marketing, event planning, public policy or political science. The ideal candidate will be detail oriented with good copy-editing skills. Social media and virtual event experience are a plus.

### **To Apply:**

Please send a résumé with cover letter to Rebecca Trout at [RebeccaT@ncl.org](mailto:RebeccaT@ncl.org). **Deadline for applications is Friday, January 29, 2021.** Please contact us with any questions.