



Intern | Position Description

Part time with flexible and varied hours based on project needs and time of year with the heaviest hours over the summer months

Location | Wayzata, MN

General: The Wayzata West Metro Chamber is seeking candidates interested in an internship focused primarily on event planning, communications, and project management. The Chamber serves the communities of Wayzata, Plymouth, Minnetonka, Long Lake, Orono, Medina, Corcoran, Hopkins and have members from other cities as well. We host four major community festivals each year and support 400+ members

Primary Objectives:

- Support planning and execution for 4 major projects/events
- Conduct research, make site visits
- Assist in logistic plans for events
- Propose new ideas to improve the event and the planning process
- Serve as liaison with sponsors and vendors on event related matters
- Help secure and coordinate permits, insurance and other required event documentation
- Recruit volunteers
- Prepare registration forms and systems
- Assist with updating/keeping track of event finances
- Greet visitors and provide them with maps or brochures, and answer FAQ's
- Misc. duties assigned by the Chamber staff

Qualifications & Skills:

- Detail oriented, self-motivated and able to work independently
- Flexible schedule
- Excellent communication and analytical skills
- Ability to manage multiple projects
- Some evening and weekend hours required during events
- Physical requirements during events, ability to lift 45 pounds
- Experience coordinating events ideal, but not required
- Strong understand of social media, Google Drive, Excel spreadsheets

Interested candidates please forward a resume to Becky Pierson at becky@wayzatawestmetrochamber.com