



Marketing and Events Intern

Position Summary: The Marketing and Events Intern provides support to Women Lead Change staff, volunteers and contractors with a range of writing, social media, event planning, design, and database management activities. The ideal candidate will be a reliable and resourceful self-starter who enjoys meeting new people and is passionate about women's leadership.

Hours: 10-20 hours/week with flexible hours required for events

Location: Based out of the Women Lead Change headquarters office in Cedar Rapids. Opportunity for hybrid work.

Key Duties and Responsibilities:

- Support a wide range of event planning and promotion tasks, including: attendee registration, marketing material development, website maintenance, and venue correspondence
- Prepare for events using checklist(s), with special attention to deadlines and time constraints
- Monitor event registrations through platforms such as Whova and Ticketbud
- Maintain appropriate communication with event attendees, volunteers, and other Women Lead Change constituents
- Assist with the setup and teardown of events

Required Experience and Skills:

- Proficient in Microsoft Office and Google Apps including Excel, Word and PowerPoint
- Basic graphic design experience with Canva and Adobe Suite
- Knowledge of best practices for social media platforms and strategy
- Proficient in promotional copywriting for the web, news media, and print materials
- Able to work independently to meet deadlines

****This position must be available for the Women Lead Change Conference: Cedar Rapids**