Marketing & Sales Coordinator Internship – Paid Opportunity
Location – South Orlando, FL

About Us: ABC Events is an event technology integrator providing custom solutions for meetings and events. We have offices in Orlando and service clients such as BlackBerry, Google, Gartner, BlogHer and others on the Fortune 500. We're a dog-friendly workplace and have a fun, family-like atmosphere with a team of people who work hard, play hard and love what they do.

Description: This position is for a paid, part-time internship. Position will report to Marketing Manager but will support sales team as well. Please note, selling will not be required from this position. This internship is best suited for someone who is willing to learn and work hard. This internship will be an hourly, compensated position and may have the possibility of transitioning to full time depending upon performance and openings on at the end of the internship. We can most likely accommodate a student schedule.

Dates: This is a summer internship and will extend from May through August (dates flexible). We expect a 20+ hour/3 day per week commitment.

Ideal Candidate: We are looking for someone who is interested in honing their skills through hands-on exposure to the marketing and sales ecosystem. We value creativity, motivation and alignment with our team. Very strong preference will be given to candidates with a major or minor in marketing. Our ideal candidate would be a tech-savvy, detail-oriented, strong writer who is hungry for opportunity to grow their talent.

The responsibilities of this internship will include (but not limited to):

- Assist with content production: uploading to social media sites, creating links, etc.
- Marketing Research: will encompass products, competitors, marketing opportunities
- Public relations projects such as outreach to press
- Partner relations such as liaising with professional associations and CVBs
- Marketing collateral and materials management
- Helping to develop training materials for our cloud portal
- Assisting sales team (actual selling is not expected) with various projects

Preferred Skills

- Enrolled in an MBA program
- Understanding of corporate marketing principles, prior professional/hands-on experience preferred
- Graphic design, web design and video production
- Content marketing experience such as social media and/or professional-level blogging
- Knowledge of emerging web platforms and tools
- Interest in or exposure to the meetings and events industry

Apply for this opportunity by visiting us at abcevents.com and clicking on the careers tab to submit your resume. Please include relevant writing or creative samples of your work for strong consideration.
POSITION DESCRIPTION
Job Title: Human Resources Intern
Report: Vice President, Human Resources
Department: Human Resources
Office Location: Orlando Home Office

JOB SUMMARY:
The Human Resources Intern will provide administrative, research, analysis and implementation support on assigned project duties for the Human Resources department. Will have hands-on exposure to overall Triad business operations across multiple departments.

GENERAL DUTIES AND RESPONSIBILITIES:
• Review and analyze team member attrition, with initial specific focus on Driver roles, but to include all Triad positions
• Analyze and prepare a variety of reports documenting market staffing levels, associated training and appropriate compensation per various geographic locations nationwide
• Work in coordination with HR Services Generalist to establish city, regional and/or Cost of Living Analysis for updated company pay ranges
• Present findings to HR leadership team and make recommendations on high turn-over locations, suitable staffing and compensation levels based on findings; Initiate the implementation of agreed upon desired outcome
• Perform or assist with any operations as required to maintain workflow, to meet schedules and quality requirements
• Participate in any variety of meetings and work groups to integrate activities, communicate issues, obtain approvals, resolve problems and maintain specified level of knowledge pertaining to new developments, requirements, and policies
• Maintain a safe work area and comply with safety procedures and equipment operating rules keeping work area in a clean and orderly condition
• Perform other related duties as assigned

TOOLS AND EQUIPMENT USED:
Computer and peripherals, standard and customized software, and usual office equipment, such as multi-line telephone.

KNOWLEDGE, EDUCATION AND EXPERIENCE:
• 1+ years experience in human resources support capacity; preferably with focus in retention solutions, salary analysis and position description creation
• Undergrad or graduate status in college or university required
• Proficient with MS Office suite; ADP experience a plus
• Strong organization skills along with effective time management skills
• Strong verbal and written communication skills
• Customer focused; team oriented

WORKING CONDITIONS:
The position responsibilities are primarily carried out in an office setting.