



Meetings & Events Internship Description

The National LGBT Chamber of Commerce (NGLCC) is a dynamic non-profit organization working to expand the economic opportunities of lesbian, gay, bisexual, and transgender (LGBT)-owned businesses. Join us to work in an entrepreneurial atmosphere with creative people who want to bring about social change through economic equality. The NGLCC Meetings & Events team manages all of NGLCC's events, including our signature events, the NGLCC International Business & Leadership Conference, as well as the National Business Inclusion Consortium (NBIC) Unity Week and Best-of-the-Best Awards. The department oversees the development and delivery of other NGLCC engagements, such as the NGLCC Affiliate Chamber Education Summit.

Position

NGLCC is currently seeking an intern to assist the Meetings & Events Team. The NGLCC Meetings & Events Intern will work directly with the Senior Manager in the department to assist in communicating and planning for NGLCC's events. The Meetings & Events Intern will be responsible for ensuring that each task is executed in an efficient and professional manner.

While interning at NGLCC, the intern will assist with:

- Event planning
- Obtaining metrics
- Writing/editing assignments including key communications to NGLCC stakeholders

Candidate Qualifications:

- Enrollment in or graduation from an accredited college or university
- Personal or professional experience in event planning appreciated
- Detail-oriented
- Experience with Microsoft Office applications (Word, Excel, Outlook, etc.)
- Willingness to learn about and become engaged in a cutting-edge aspect of the LGBT movement
- Ability to work as a team player in a fast-paced work environment
- Excellent written and oral communication skills

To apply, please fill out the application linked below.

[NGLCC Internship Application](#)

NGLCC provides summer, fall, spring, and full academic year internships - if your school uses a different time format, contact us, and we will discuss further provisions. Please indicate whether you are eligible to receive academic credit for your internship.

Please reach out to the Internship Program Coordinator at internships@nglcc.org with any questions.