



SOUTHEAST

TOURISM SOCIETY

Job: Internship at Southeast Tourism Society in Roswell, Georgia

Report To: Director of Communications

Start/End Date: January 2019 – End of Spring Semester

Hours: Two days a week from 9am-5pm or can work around class schedule

Pay: \$9/Hr

Summary: This role will support the STS Staff with a variety of responsibilities that engage all facets of the organization and provides an opportunity to learn more about the tourism industry from a regional perspective.

Duties & Responsibilities: Organize STS Top 20 Festival and Event Submissions on a quarterly basis, including data entry, payment records and confirmation of files received. Work with the Director of Communications in relation to social media content and strategy as well as development of marketing materials. Assist with incoming calls and questions pertaining to STS. Support VP of Operations in organizing support materials for STS events and conferences. Additional duties as assigned.

Requirements: Hospitality and Tourism major/minor preferred. A working knowledge of Microsoft Office, particularly Word, Excel and Powerpoint. Familiarity with social media platforms, particularly Facebook, Twitter, and Instagram. Must read, write, and speak the English language. Must have and maintain a valid Driver's License. Must be detail-oriented and have strong organizational skills. Must have accurate typing and data entry skills. Creativity, and willingness to share new ideas, is always welcome.

To Apply: Interested candidates may send their resume and cover letter to wendy@southeasttourism.org. Position will remain open until filled.

About Southeast Tourism Society (STS)

Founded in 1983, the Southeast Tourism Society (southeasttourism.org) is dedicated to promoting and developing tourism to and within its 12 member states of Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Virginia and West Virginia.