



SOUTHEAST TOURISM SOCIETY

Job Title: Membership Intern at Southeast Tourism Society

Report To: Director of Marketing and Communications

Start/End Date: May 2019 – August 2, 2019

Hours: 9am-5pm/Two or three days a week

Pay: \$9/Hour

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: Assist with incoming calls and questions pertaining to STS membership accounts and contact updates. Collaborate with STS Staff regarding programming and educational components for upcoming events and promotional materials. Work with the STS staff to maintain and update member account information. Assist the President and CEO and Director of Member Development with monthly reports regarding membership. Assist with development of Sponsorship Packages and Contracts. Work with Director of Marketing and Communications to coordinate Webinars, Affinity Program Deadlines, Sponsorship Fulfillment (emails, signage etc.) and Social Posts. Additional duties as assigned.

Requirements: Hospitality and Tourism or Business 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 are 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)

Headquartered in Roswell, Georgia, STS is an association that works to unite all segments of the travel and tourism industry through its four pillars of education, advocacy, recognition, and networking. Established in 1983, STS is an engaged network of 1000+ members from twelve states: Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, and West Virginia. For more information, visit SoutheastTourism.org