Title: Special Event Planning Intern

Description:
The intern would be responsible for helping to plan special events, obtain sponsorships, recruit volunteers, marketing and working events and other duties as assigned. Hours are flexible, we work around school schedules and allow some telecommuting.

Qualifications:
Good communication, event planning, marketing, and public relations skills. A self-starter able to stay on task without constant supervision. Basic math and computer skills. Most Importantly: a positive attitude.

Compensation:
This is a volunteer position. Able to be used for college credit with instructor approval.

Application Instructions:
Email Sonja Mlenar at smlenar@nbtxexas.org. Please specify the title of the position you are applying for in the title of your email.