



Eisenman & Associates, Inc. is a full-service association management and meetings consulting company based in Richmond, Va. with a combined 65 years of proven success.

E&A provides a full range of association management services, including full association management, accounting, meetings consulting, full service meeting planning, strategic planning/facilitation, and creative design.

We are looking for a college intern to work 30-40 hours per week:

Monday – Friday, May – August, flexible hours.

Office hours are 8:00 a.m. – 5:00 p.m.

Dress: Business Casual, Professional dress required for events.

Pay: \$7.25/hour (at least minimum wage at the time of employment)

The intern will experience a fast paced office environment while assisting in the planning of meetings/events coordinated by the staff at E&A. The chosen candidate will work with all departments within the organization to get the broadest experience possible. E&A currently manages the Virginia Society of Association Executives (VSAE) and provides certain association management and consulting for over 45 other clients.

Qualifications:

- Detail oriented
- Intuitive
- Organized
- Positive attitude
- Proficient computer skills (MS Office Suite)
- Proficient good communication skills (oral and written)
- Proficient initiative

The intern will

- Learn how nonprofits work and are managed,
- Learn professional office administration,
- Learn professional communication skills,
- Learn proper planning and protocol for meetings and events,
- Participate in fundraising efforts and activities, and
- Work with marketing materials and publications, to include editing copy.

Send your résumé with cover letter expressing why you would be a good fit at E&A including your course history in hospitality/association management. Selected candidates will be contacted for a phone interview which may be followed by an in person interview before a decision is made.

NO CALLS!

Submissions and questions accepted by mail, email or fax.

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