

JOB DESCRIPTION

POSITION: Sales & Event Coordinator Intern

FACILITY: Gateway Center
One Gateway Drive,
Collinsville, IL 62234

SALARY: Not Paid

HOURS: The amount of hours per week worked will be agreed upon with the Gateway Center staff and the intern.

DESCRIPTION:

The Gateway Center Intern is responsible for assisting all of the Gateway Center staff.

This position requires the intern to have excellent interpersonal skills, proper telephone etiquette, and good follow-through on any assigned tasks.

A “can-do” attitude and positive people skills are integral for a successful internship.

Interns will report to the Director of Sales & Marketing – Lisa Smith

EXAMPLES OF DUTIES:

- Promptly answers and routes incoming calls, greets and directs all visitors, including vendors, clients, job candidates and customers
- Ensures completion of paperwork, sign-in and security procedures
- Handles special administrative projects as assigned and assists with overflow work from other departments
- Assist with duties related to the Gateway Bridal Show, including but not limited to: mailings to vendors and brides, responding to vendor inquiries, prospecting for new vendors, researching marketing and vendor opportunities to increase the success of the show.
- Assist with designing and coordinating direct mail campaigns.
- Research prospective clients for Gateway Center.
- Maintain or create various databases for use by sales department for reporting or sales campaign purposes.
- Assist in the follow up on sales inquiries.
- Create press releases for Gateway Center events.
- Create promotional materials for Gateway Center events and prospective clients.
- Assist in maintaining the events at Gateway Center, including tracking and organizing event files, monitoring facility equipment booking, organizing vendor equipment and service orders.
- Generate correspondence and notices to vendors, clients, hospitality partners and media.

- Assist with event coverage by meeting with clients and staff and working the events including early morning, late evening and weekend hours.
- Research products and services on the Internet through other sources.
- Create and maintain databases for vendors, products, services, and clients.
- Create and maintain records, diagrams and files relating to building operations and procedures.
- Assist in creating and maintaining schedules for building and equipment maintenance equipment depreciation and assist in the outside bid process.
- And, otherwise, as instructed by the Office Manager and Administrative Staff.

QUALIFICATIONS:

- Strong written and verbal communication skills
- Ability to work in a changing and stressful environment
- Ability to handle multiple tasks simultaneously and tolerate interruptions
- Strong interpersonal, customer service skills
- Technical Skills: Typing speed of 45 wpm accurately, high proficiency in Microsoft office software (Word, Excel, PowerPoint & Access)