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# Position Description

# Tech Ranch Austin is the place where tech entrepreneurs come together to fill in the missing pieces and leverage the social capital of the community. Joining the Tech Ranch Community means having access to classes, workshops, mentorship programs, networking events, working and co-working space and especially the shared wisdom of the experienced entrepreneurs.

# Position: Corporate Events and Programs Intern

**Location:**  Austin, TX

**Reports to:** Director of Operations

**Time Commitment:** 12 hours/week. (Minimum Commitment)

**Compensation:** Un-paid/Volunteer Position

**Responsibilities**

**Position Summary**

Tech Ranch Austin seeks an outstanding candidate for a Corporate Events and Programs Intern in the fast paced world of venture start ups. Intern candidates must be driven, self-motivated, and detail-oriented. The individual in this position will be given significant events planning and coordination responsibility within the organization. This intern position is ideal for those with a “can do” attitude, event management skills, and an unwavering drive to play a vital role in increasing the quality and visibility of Tech Ranch Austin’s events and programs.

**The Primary Responsibilities of the Corporate Events and Programs Intern include:**

* Act as a liaison between the organization and vendors including negotiating pricing and pre-selecting options to present to the organization while maintaining budget for the event
* Contact vendors/businesses/race coordinators/event organizers as needed to confirm event logistics. (ex. set up time, hours of event, expected attendance at event)
* Organize event materials and displays.
* Assist with insuring the special events content on the website and social media sites are updated
* Represent Tech Ranch Austin at community events
* Responsible for planning events, on-site execution, and set-up
* Updates and maintains corporate databases for sponsors, attendees, and vendors
* Participates in team meetings
* Other tasks as assigned or time allows

**There are ideally a number of skills and abilities this individual must possess in order to succeed in this role:**

* Detail-oriented with strong organizational skills.
* Team Player
* Customer service focus
* Excellent written and verbal communication skills.
* Easily adapts to changing priorities.
* Ability to work independently, and to effectively manage multiple tasks and needs.
* Experienced with general office software applications.
* Work Environment (Environment and conditions commonly associated with the performance of the functions of the job): The position will require occasional local travel off premises to work related meetings and events, as well as, being able to be flexible and comfortable in a variety of office and event environments. On occasion, may be asked to work late evenings and weekends.

**Education/Training:**

* College degree or experience preferred.
* High school diploma required.
* Must be at least 18 years of age.