

### **Internship: Special Promotions & Inventory Management**

The Greater Fort Lauderdale Convention & Visitors Bureau (GFLCVB), located in downtown Fort Lauderdale, welcomes internship applications year-round. Our mission is to provide industry leadership in the marketing of Broward County, including all of its municipalities, as a premier year-round destination for all visitors.

Interns are a key part of our team and we are looking for outgoing, dedicated students to work in a fast-paced environment. Our internships require students who possess strong communication and computer skills, are well organized, self-motivated and have a desire to become a key player. Interns will be responsible for a wide range of duties and must be able to work independently, but also be willing to be part of a team-based creative working environment.

The purpose of this position is to work closely with the GFLCVB Marketing & Communications team in organizing and sorting marketing and promotional items. The candidate will help manage the ordering and selection of promotional and marketing tools.

The candidate will assist in maintaining inventory of promotional items and collateral and ensure orders are fulfilled in a timely manner. The candidate should have strong organizational skills and be willing to work with other members within the department on special projects and events to ensure continued operational success.

The position requires the candidate to work remotely and onsite as needed. The position will be unpaid for the first semester with the possibility of a paid extension for the second semester, depending on work quality.

The candidate must possess strong Microsoft Office skills including Office, Excel and Outlook, and be able to quickly learn new technology systems.

#### **Interested candidates should mail or email resume to:**

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