



Events

Over the course of an eight-week paid internship in the summer of 2022, Emerson Collective will catalyze an extraordinary and talented group of college students through mentorship, enriching programs, and meaningful work experience.

Interns for the EC Internship will work out of the Emerson Collective offices in Palo Alto, California or Washington, D.C., with some exceptions for a small number of teams.

Interns work across teams on a wide range of issues. Summer interns will also participate in weekly programming designed to develop leadership capacity and build professional networks.

Scope

The Events Team plans and executes a broad spectrum of Emerson Collective functions, orchestrating the logistics of internal and external events that are integral to the central ethos of our organization. The Events intern will be asked to participate in the production of in-person, hybrid, and virtual events in a production assistant capacity: drafting run of shows, tracking attendees, researching events supplies and vendors, preparing event materials, preparing executive event briefings, on-site day-of assistance, and coordinating event debriefs. They will conduct vendor research projects, including vetting and tracking new vendors (caterers, audio visual, food trucks, venues, and accommodation). The Events intern will develop toolkits, manuals, and templates integral to the execution of events, and will develop an event supply inventory and on-site supply packing systems. Additionally, the Events intern may participate as backend technical support on virtual event platforms including but not limited to Zoom. Having working knowledge of Excel, Outlook, Salesforce is a plus. The Events intern will work out of Emerson Collective Offices in Palo Alto.

Qualifications

- All interns may encounter sensitive information and are expected to maintain a high level of discretion and confidentiality.
- Flexible and adaptive work ethic; all interns will contribute to special projects across different teams as they arise.
- Competent problem solving and confident self-starting skills

- You're passionate about social impact, particularly fighting poverty, improving schools, making government work well for all, environment, and/or immigrants' rights.
- You're intellectually curious. You love learning new things. You learn quickly and independently. You respond to new ideas, projects, and tasks with enthusiasm and a sense of possibility.
- You're creative and resourceful when solving problems or completing tasks.
- You have exceptional organization skills. You have strong prioritization skills, including time management and project management skills, and always follow through.
- You have excellent written and oral communication skills, including the ability to develop materials for internal and external audiences. You can communicate complex information clearly and concisely with everyone in the organization and with external stakeholders.
- You maintain a team-oriented approach and thrive in entrepreneurial, dynamic environments. You're comfortable taking on new tasks or projects with little direction and adjusting course quickly in response to feedback.
- You have high standards for accuracy, quality, and integrity.
- You respond to new ideas, projects, and tasks with enthusiasm and a sense of possibility.

Location

- Palo Alto, California

Compensation

This is a paid internship that offers both housing and travel stipends.

Questions

Please direct any questions to internship@emersoncollective.com

Students: [Click here to apply](#)