Internship

At Meeting Expectations, service is our business. We thrive on speedy resolution to our clients’ needs and concerns and can do so with grace and a smile. Our Meeting Planning Team is a specialized group of professionals who work to understand the client’s vision and execute the event.

This is a hands on, hit-the-ground running internship- perfect for someone who seeks a challenging and rewarding event planning and contract sites opportunity and is eager to learn.

This internship is a part-time position, ranging from 20+ hours per week for university/ college students (preferably in their junior or senior year). We will accept graduate students that are interested. Albeit not a requirement, each intern candidate must have a want/desire to pursue upon graduation a hospitality and/or tourism, communications or meeting planning degree.

What you will achieve

- A real-life platform to practice your skills, get involved with live situations and practice problem solving capability
- Valuable experience working with a small, medium and large clients
- Credible references and job recommendations in the industry
- Potential industry contacts to assist you at post-graduation
- Experience in multiple aspects of the meeting planning industry

Attributes of the desired candidate

- Great Attention to Detail.
- Be Organized and Possess Extraordinary Verbal and Written Communication Skills.
- Ability to Multi-task.
- Be Driven.
- Possess Great Email and Telephone Skills.
- Be Coachable.
- Laser Focused on Efficiency and bottom line results.
- Unwavering Commitment to an Outstanding Customer Experience.
- Be Self-motivated and Responsible.
- Have a Great Attitude and be interested in relationship building.
- Enjoy working on a team of like-minded individuals

Qualifications

- Must be pursuing a hospitality and/or tourism, communications, meeting planning degree.
- Professional demeanor.
- Be personable and fun to work with.
- Confident with a desire to succeed.
- Superb editing skills.
- Enjoy researching different parts of the industry.
- Proficient in Microsoft Word, Excel, PowerPoint.