

2017 Fall Internship: Group Sales

Title *(Meetings & Conventions, Sports and
Tour & Travel)*

Description The Daytona Beach Area Convention & Visitors Bureau (DBACVB), located in Daytona Beach, FL, is currently seeking a 2017 Fall semester intern to support the Group Sales department starting in September 2017. Reporting to the Director of Group Sales, the **2017 Group Sales Intern** will assist the team in sales, business and operational initiatives. We are searching for an exceptional student who is comfortable working on a team and independently.

The internship will be based in Daytona Beach, Florida and the intern will be required to work 10-20 hours Monday through Friday schedule, starting September 2017 through November 2017.

Essential Duties and Responsibilities

- Assist with sales lead distribution, follow up, and prospecting opportunities
- Coordinate and assist with shows/convention once onsite
- Coordinate site visit arrangements with Director/Convention Service Manager/Group Sales Coordinator
- Assist with office administration, ex. inventory, committee meetings and other general responsibilities
- Participate in special projects and assignments as requested

Position Requirements

- Must be a student actively enrolled in accredited College or University (Sophomore level or higher)
- Must be legally authorized to work in the United States
- Proficient in Microsoft Office (Excel, Word, PowerPoint)
- Must have reliable transportation and housing in the Daytona Beach or surrounding areas
- Must be a self-starter and a problem solver
- Must be well organized and have a strong work ethic
- Able to work independently and as a part of a team
- Excellent communication and interpersonal skills
- Experience in the hospitality industry and/or event management is a plus

Location 126 East Orange Avenue, Daytona Beach, Florida 32114

Full-
Time/Part- Seasonal
Time

EOE We strive for diversity within our workforce. We are an equal employment opportunity
Statement employer. All qualified applicants will receive consideration for employment without
regard to race, color, religion, gender, national origin, disability status, protected
veteran status or any other characteristic protected by law.

This position is currently accepting applications.