

# 2017 Summer Internship: Group Sales (*Meetings & Conventions, Sports and Tour & Travel*)

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**Description** The Daytona Beach Area Convention & Visitors Bureau (DBACVB), located in Daytona Beach, FL, is currently seeking a 2017 summer semester intern to support the Group Sales department starting in June 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 June 2017 through mid-August 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  
Statement opportunity 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.