



**Position Title:** Event Management Intern, Event Promotions Intern  
**Reports to:** Director of Events & Benchmarking  
**Location:** Arlington, VA  
**Date Prepared:**

### **Summary Description**

Events Interns will directly assist the Events department with a wide range of projects related to day-to-day event operations and planning. This internship is designed to be both educational and practical. In this position, the intern will learn how to take skills she or he may have acquired in school related to his or her particular areas of interest and apply them in a professional setting. The candidate will gain firsthand knowledge about the premiere showpiece for many grassroots organizations — educating our members and business partners, and will gain professional experience in communications, marketing, analytics, outreach, and event planning for a thriving nonprofit organization.

### **About ACCA**

The Air Conditioning Contractors of America (ACCA) is a non-profit national association whose membership includes more than 60,000 professionals and 4,000 businesses in the indoor environment and energy services community. Our roots stretch back to the early part of the 20th century, and the organization was incorporated in its present form over 40 years ago.

We are the industry's voice advancing the HVACR contracting industry and promoting professional contracting, energy efficiency, and healthy, comfortable indoor environments.

The HVACR industry employs over two million heating, ventilation, air conditioning and refrigeration professionals, including contractors, distributors, engineers, and manufacturers, and is responsible for manufacturing, distributing, and installing the products that consume nearly half of the energy produced in the United States.

Each internship position listed below requires an individual that is outgoing, self-motivated and possesses effective communication skills, both verbal and written. Each position may require weekend and evening work surrounding our event schedule.

#### **1. Job Title: Event Management Intern**

##### **Specific responsibilities may include:**

- Assist full-time staff with day-to-day operations and event planning.
- Assist with speaker outreach to collect bios, course materials, etc.
- Assist with vendor outreach to collect images, testimonials, etc.
- Answer incoming calls and assist in answering inquiries about ACCA and our events.
- Manage projects for events and serve on the Events Committee.
- Assist with projects in the areas of marketing, event development and sponsorship/development as needed.
- Assist with drafting surveys and collecting and analyzing responses.
- Help to review proposed venues for future events.
- Other tasks as assigned.



## 2. Job Title: Event Promotions intern

### Specific responsibilities may include:

- Assist the Marketing department with grassroots promotional efforts.
- Secure and coordinate with St. Louis distributors to display promotional materials in their storefronts.
- Assist the Communications & Marketing department with day-to-day promotion of ACCA events.
- Assist with the management of the ACCA' social media outlets. This includes increasing frequency of interaction, brainstorming contest ideas, keeping the content fresh, and monitoring and analyzing results.
- Research relevant stories and articles to feature in our blogs.
- Write content related to ACCA events and people participating in them.
- Conduct outbound calls to potential partners and past attendees.
- Other tasks as assigned.

\* Applicants are asked to submit a writing sample along with cover letter and resume.

### Qualifications:

- Current or recent enrollment in a graduate or undergraduate degree program with an interest and aptitude to work in event planning, customer service, marketing, or association management fields.
- Excellent oral and written communication skills, including a willingness to conduct outbound sales calls.
- Ability to prioritize tasks and handle numerous assignments simultaneously.
- Working knowledge of Facebook, Twitter, Instagram, YouTube and LinkedIn.
- Experience with social media analytics, including Google Analytics and Facebook Insights.
- Proficient in Microsoft Office and internet applications.

### Contact:

Send resume and brief cover letter detailing your qualifications and availability to [kimya.cajchun@acca.org](mailto:kimya.cajchun@acca.org) with the **subject line** of Events Intern and your last name.

### Program schedule:

ACCA runs a year-round internship program. If you are unable to join us for the sessions below, we welcome you proposing another period:

- Spring internship will run from January to May.
- Summer internship will run from June to August.
- Fall internship will run from September to December.

*ACCA is an equal opportunity employer and will not discriminate because of race, creed, color, national origin, sex, sexual orientation, age, disability, or marital status.*