



Events Intern

ORGANIZATION - The Las Vegas Global Economic Alliance is a public-private partnership dedicated to growing the economy in Southern Nevada through connectivity, community development, and strong business recruitment, retention and outreach. As Southern Nevada's regional development authority, the LVGEA's vision is to help residents thrive in a global economy by fostering a more prosperous, diverse and connected regional economy.

EVENT DESCRIPTION – Perspective is the region's premier source for community and economic development information, analysis, and forecasting. It has become a valuable resource for a diverse group of companies, ranging from small business entrepreneurs to some of the largest in Nevada, as it not only provides a comprehensive overview of the market as it stands today, but also an economic forecast component to give expert opinion about where the market is headed.

We'd like to find somebody with big ideas and excellent attention to detail. You'd be a good fit for this job if you ...

- Have a passion for nonprofit organizations
- Enjoy working in an open work setting
- Are a self-starter and like collaborative efforts

ROLES & RESPONSIBILITIES – We are a small, close-knit team, so you can expect variation and flexibility in what you do day-to-day, but generally you'll work in these areas:

Intern Responsibilities

- Call down & email a wide variety of companies to obtain information
- Research companies that are listed in Perspective publication
- Collect data & artwork
- Assist LVGEA team day of the event with logistics

SKILLS

- Research and reporting
- Experience with Microsoft Office applications and CRM software
- Experience using DropBox and other file sharing programs

HOW TO APPLY – Please submit a resume to Ariel Riley, LVGEA's Events Manager, at arielr@lvgea.org. We are an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.