

***Paid internship NOW with the potential to be hired
full-time after graduation!***

Apply Now!

Paid Part-Time Position

Landrum is Hiring



Events Intern

**Fall 2025: 20 hours/week
Spring 2026: 20 hours/week**

The Events Intern will gain hands-on experience in event planning and execution, public relations, and marketing.

Seeking full-time UWF students pursuing a degree in public relations, communications, marketing, or a related field.

**Apply using the QR Code
or our website:
uwf.edu/WorkforceDevelopment**



The UWF Talent Catalyst program combines work experience, classes, mentoring, and essential professional soft skills development.

Email: workforcedevelopment@uwf.edu



UWF Talent Catalyst
UNIVERSITY of WEST FLORIDA
Amplified by Landrum



Landrum

Events Intern

Job Description

- Assist with planning and logistics for external events, including webinars, job fairs, networking events, fundraisers, conferences, seminars, etc.
- Collaborate with internal teams, external vendors, and partners on event preparations, logistics, marketing, follow-up and ROI.
- Coordinate event efforts for venue, catering, audio-visual needs, sponsorships, and invitations.
- Support company presence at events and job fairs by welcoming attendees, assisting with booth activities, communicating with staff as needed, and engaging with prospective customers and candidates.
- Help with setup and breakdown of events; provide on-site support as needed.
- Schedule online events, coordinate presenters, execute polls and surveys, pull attendee reports and communicate results to stakeholders.
- Anticipate and plan for different scenarios and challenges that could occur.
- Contribute to event marketing efforts, including social media promotion, email campaigns, and collateral preparation.
- Assist in preparing post-event reports, feedback surveys, and data analysis.
- Maintain organized files and documentation related to event planning; adhere to budget for expenses.
- Use project management software (Monday.com) to track tasks and progress of event details.
- Use event software (Hubilo, EventBrite, Salesforce, etc.) to create, track and run events.

Qualifications

- Relevant coursework in public relations, communications, marketing or related field.
- Strong organizational skills with keen attention to detail.
- Excellent written and verbal communication skills.
- Comfortable managing multiple tasks and deadlines.
- Comfortable with public speaking and networking.
- Proficiency in Microsoft Office suite.