



## **INDIE Congress 2021 Internship**

### **About Us:**

ILC provides a place of discovery, collaboration and idea generation for owners and operators of independent hotels. Through meaningful and relevant panels, deep dive breakouts, and of course, great food and beverage, we strive to connect visionaries and thought leaders inside (and outside) the independent lodging sector for the betterment of the hospitality industry and the guests we serve.

For more information please look at our website: <https://ilcongress.com/>

### **Full Job Description:**

The Independent Lodging Congress is in need of a multi-faceted intern with an interest in hospitality, event planning, communications, and marketing. This position is geared towards individuals who are eager to build their knowledge in the hospitality world while providing ongoing support for the ILC team.

### **For this internship, your major duties and responsibilities will include:**

- Assisting with marketing for The Independent Lodging Congress and its various social media platforms and content creation
- Research + Outreach to potential sponsors, event venues, restaurants, and attendees
- Event Planning and Preparation



### **Key Requirements:**

- Excellent oral and written communication abilities
- Recent graduate, or pursuing a bachelor's degree
- Creative and team-oriented mindset
- Willingness to learn
- Up to 2 years experience preferred (not required)
- Knowledge of MS Outlook; MS PowerPoint Presentation software; MS Word Processing software.
- Knowledge of Adobe Creative Suite, Specifically Illustrator, and Adobe Photoshop.
- A diverse and unique background

### **This Job Is Ideal for Someone Who Is:**

- Dependable, Punctual, and Reliable
- People-oriented - enjoys interacting with people and working on group projects
- Adaptable/flexible - enjoys doing work that requires shifts in direction, and thinking creatively
- Detail-oriented
- Extremely organized

**Job Type:** 15 hours a week

**Payment:** Unpaid, but can offer unparalleled level of access to our network of industry leaders

**Location:** Philadelphia, PA

Please send your Resumé and Cover letter to [eschreiner@ilcongress.com](mailto:eschreiner@ilcongress.com) with the subject line: 2021 Internship Position