



Edison Festival of Light Business Administration Internship

Description:

The Edison Festival of Light is seeking undergraduate students interested in gaining experience in the nonprofit environment.

The Edison Festival of Light is a nonprofit, volunteer, self-supporting organization that plans, organizes and promotes Southwest Florida's largest festival. The Festival is a celebration of innovation, tradition, and education and takes place in February each year and consists of 22 events and involves a half million people.

The Business Administration Intern will report directly to the Executive Director of Development in areas of administrative support, program development and event logistics. This is an unpaid, six-month internship offered each session (fall, spring, and summer).

Responsibilities:

- Provide support for meetings and events through collecting RSVPs, sending out emails, fielding phone calls and answering general public questions;
- Write and create documents such as reports, business letters, memos, presentations, and more;
- Assist with mailings and print production;
- Conduct effective internet research;
- Assist with events and office management tasks;
- Effectively communicate with all levels of staff and external audiences;
- Maintain consistent compliance with Edison Festival of Light Volunteer and Intern policies;
- Assist and facilitate staff on individual projects as necessary.

Learning Outcomes:

Under the direction and supervision of the Executive Director of Development, the student will:

- Increase proficiency in specific business disciplines such as operations, communications and event planning;
- Develop and improve business skills in communication, technology, quantitative reasoning, and teamwork;
- Observe and participate in organization operations and decision-making;
- Engage with professional role models and potential mentors who can provide guidance, feedback, and support;
- Expand network of professional relationships and contacts;
- Develop and maintain a solid work ethic and professional demeanor, as well as a commitment to ethical conduct and social responsibility.



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Requirements

- Must currently be enrolled at an accredited college or university;
- Excellent verbal and written communication skills;
- Strong organizational skills;
- High degree of professionalism;
- Self-motivated, flexible, learns quickly, and possesses a high level of personal integrity;
- Detail-oriented with ability to meet deadlines, both prescribed and self-imposed;
- Ability to multi-task, establish priorities, meet deadlines, and successfully manage numerous projects simultaneously
- Must be proficient in Microsoft Office applications.

Please note: Due to budget constraints, Edison Festival of Light interns *may* need to have and bring in their own laptop computer (or a similar device such as a tablet, iPad, etc.) with appropriate software, to use during work hours. The work takes place in downtown Fort Myers.

Please e-mail or drop off a copy of your resume, cover letter, and a list of three references to volunteers@edisonfestival.org or to:

Internships

Edison Festival of Light

Post Office Box 339

Fort Myers Florida 33902