



Protecting, Leading & Uniting...since 1893

FLORIDA SHERIFFS ASSOCIATION

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Meeting and Conference Internship

This internship opportunity is most suitable for students studying in the field of hospitality management, public relations, communications or business management. Under the supervision of the Meetings and Conference Manager, the Intern will gain professional experience, coordinate logistics for the Association's major conferences, and assist with the following:

- Registration set-up and management for FSA meetings and conferences.
- Details of meeting/conference logistics including: room layout, audio visual, transportation, housing, and food and beverage for meetings and conferences.
- Ensuring FSA meetings and conferences attendees receive professional customer service.
- Preparation of meeting and conference nametags, materials, notebooks, packages, gift bags, registration lists, etc.
- Tracking budgets (revenue and expenses).
- Research of promotional items.
- Other related duties as necessary to contribute to the overall success of the FSA.

Qualifications

- Ability to handle shifting activities and multiple projects simultaneously.
- Meticulous attention to detail.
- College (sophomore level or higher) or graduate student
- G.P.A. – 2.5 minimum
- Meets the institution's standards and requirements for participation in an internship program.
- Ability to be present a minimum of 12-15 hours per week for 10-12 weeks.

Internship offers are contingent upon completion of a satisfactory background check.

To apply please visit the Florida Sheriffs Association at
http://www.flsheriffs.org/our_program/fsa-internships/

or contact:

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850-877-2165
www.flsheriffs.org