



Long-Term Special Projects Intern Special Emphasis Spent with Graphic Design

▲ Summary

Conference Event Management (CEM), with its headquarters in its West Des Moines office in Iowa, helps associations with their membership-based events, as well as companies increase their sales and or productivity by creating and implementing innovative strategies, through planning and facilitating meetings, gifting strategies, travel fulfillment, incentive trips, hotel and cruise bookings, and special events worldwide. In addition, the company helps clients contract the best speakers & entertainers for their events, provides individual travel rewards, and creates custom reward strategies to create engaged employees and sales forces.

Important Attributes: Prior relevant experiences using today's top technology to help assist with short-term graphic design projects. Must be extremely resourceful and be able to quickly and efficiently accomplish their responsibilities with minimal direction.

The ideal candidate's greatest strengths should be the ability to be able to handle deadline driven tasks throughout the term of the internship as requests come in, with accuracy.

We list this as a long-term internship as with the right candidate, we may also request they spend additional semesters with us, including summer and fall 2019 if applicable.

If the chosen student is not interested in making it an internship or it doesn't fulfill the requirements, we are flexible and can offer this as an hourly position as well with the same workload.

▲ Main Responsibilities

GRAPHIC DESIGN Support the Marketing and Events Teams with all Aspects of CEM's Needs from Marketing Campaigns to Event Planning Projects. Projects could include logo and theme development, designing program books, laying out attendee communication pieces and more.

▲ Hours

- It's possible we could request assistance for 3 – 5 hours per week during peak periods
- Our work is on a tight timeline and we ask that our intern advise us of their availability for each assigned and accepted project and hit those deadlines accordingly

▲ Requirements, Knowledge, Skills & Abilities

- Candidates selected for interview will receive full position overview
- Excel, Word, PowerPoint, Publisher, Outlook, Google Docs, and all the main technology platforms
- Writing skills
- Adobe Creative Suite
- Due to the specialty of this position, it is likely we would ask our intern to provide their own computer with the above-mentioned software to create the pieces needed

To Apply – Submit your resume to Careers@myCEM.com along with desired hours per week, any general blocks of time you might not be available, and start date available. You may also send your electronic portfolio as well to showcase your experiences.