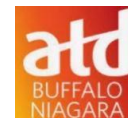


Event Planning Professional Development Volunteer Intern



Organization	Association for Talent Development (ATD); Buffalo Niagara Chapter	
The Opportunity!	Want an opportunity to dazzle a group of Talent Development professionals with your creative event planning and organizational skills for a unique Hybrid Conference Experience being held at TREC and in the VIRTUAL space?	
Who Are We?	The Association for Talent Development (ATD) Buffalo Niagara Chapter is the largest professional not-for-profit association dedicated to the Talent and Development field in the Buffalo Niagara region. In December 2021, the chapter is holding it's very first full-day Hybrid conference holding an in-person AND virtual event simultaneously. Help us set the stage AND raise the bar for all future Hybrid conference events!	
What will you do?	Assist the Special Projects Chair(s) with all aspects of the conference from planning, execution, and post event assessment. <ul style="list-style-type: none"> ★ Liaise with Program Speakers. ★ Manage Program Logistics/Venue. ★ Create Buzz through Creative Publicity via email, web design and social media. ★ Curate Post Event Feedback Loop. ★ And more! 	
What will you get out of this?	<ul style="list-style-type: none"> ★ An amazing immersive experience planning and executing an In-person AND Virtual conference experience ★ Earn Industry hours AND build your Resume! ★ Professional networking opportunities across a variety of industries; leadership development. ★ High visibility and expanded understanding of the Talent, Learning, and Human Resources Development communities. ★ Obtain and Apply knowledge of web, graphic, and video design tools such as WildApricot, CANVA, and Lumen5. 	Core Competencies you will develop in this position: <ul style="list-style-type: none"> ✓ Communication ✓ Creativity ✓ Collaboration ✓ Decision Making ✓ Leadership ✓ Project Management ✓ Technology
Is this you?	<ul style="list-style-type: none"> ★ Major in Business, Human Resources, Event Planning or Hospitality Management. ★ Excellent verbal and written communication skills. ★ Professional Team player, resourceful, proactive and detail oriented. ★ Knowledge of Microsoft Office and Gsuite a plus! ★ Works well with little to no supervision with a desire to Learn and Exceed Expectations. 	
Timeframe:	September 2021 – December 2021; up to 10+ hrs (avg) a week or 120hrs (semester)	
Reports to:	Special Projects Chair(s)	
How to Apply:	Please submit your resume and a brief summary outlining your interest to kim.stahl@atdbuffalo.org .	
BN ATD Website:	http://www.atdbuffalo.org/ and https://atdbuffalo.wildapricot.org/2021-Regional-Conference	