



Experience Waterloo Internship Program

Experience Waterloo is a not-for-profit organization that promotes the region as a premier destination, welcoming visitors with a personal touch, in order to generate jobs, tax revenues and, thus, an exceptional quality of life for area residents.

Internship Overview

Experience Waterloo is seeking an enthusiastic, creative and self-motivated individual for their Internship Program. This program offers students the opportunity to develop and enhance their skills while exploring and experiencing the inner workings of a Destination Marketing Organization (DMO).

Responsibilities

- Assist with special projects, such as the annual Visitors Guide.
- Ensure website and online calendar of events is accurate and up to date.
- Help produce compelling and engaging content for blog, website and social media.
- Assist with the planning, coordination and implementation of special events.
- Attend meetings and/or events with Experience Waterloo staff.
- Support Experience Waterloo staff and perform administrative tasks as needed.

Requirements

- Must be enrolled in a college or university (sophomore level or higher preferred).
- Strong interpersonal, written and verbal communication skills.
- Ability to work in a multi-task environment and see projects/tasks through to completion.
- Proficiency in Microsoft Office Systems.
- Maintain professional appearance and behavior.
- Valid driver's license (some driving required).

Duration of Internship

Internship duration is a maximum of one semester. Interns are can work up to 40 hours per week within the Experience Waterloo's office hours of 8am-5pm, Monday thru Friday. Participation in activities/events beyond normal office hours may be required. In addition, interns receive a stipend and reimbursement for mileage.

How to Apply

Interested candidates should submit resume, cover letter indicating reasons for interest and what goals you are looking to accomplish during this experience, and 1-2 samples of writing assignments (related to academic majors or minors in hospitality, tourism, communications, public relations, marketing, journalism, business, digital marketing, etc.) to:

Experience Waterloo, Attn: Annette Freeseaman, 500 Jefferson Street, Waterloo, IA 50701

Email: Annette@experiencewaterloo.com