



Internship Opportunity at VCIA (\$19/hr 30 – 35 hours per week)
Internship Dates: May 13 – August 22, 2024

Position Description:

The VCIA (Vermont Captive Insurance Association), the largest captive trade association in the world, seeks an enthusiastic intern who is proficient with technology and has good communication skills. This is a great opportunity for a college student interested in pursuing a career in events management, communications, or business administration. The intern will help our small staff with various projects as we prepare for the VCIA 2024 Conference, the largest captive conference in America of about 1000 people, taking place in South Burlington from August 12 – 14, 2024. The intern will assist with projects including populating the conference app with content; updating materials and information; editing/formatting of session slide presentations and evaluation materials; digital photo sizing and formatting; survey creation; assistance with polling set-up; and other duties as assigned.

Requirements:

1. Vermont-based college student who can work remotely and is available for conference and in-person meetings leading up to it with their own transportation. Intern is expected to be available and not take any major summer vacations.

Helpful skills:

1. Comfort with technology and ability to quickly understand new programs/technology.
2. Familiarity with Excel, PowerPoint, Word. Knowledge of survey software, email software, and graphic or user design experience is a plus, but not required.
3. Attention to detail, organized, and good with time management
4. Enjoys working with others and on their own and has a can-do attitude!

Primary Tasks (among others):

1. Proof and upload information and materials to conference app
2. Session evaluations
3. Setting up Surveys
4. PowerPoints – review and specific types of editing
5. Assistance with technology during the conference
6. Assistance with conference exhibitor needs and lottery
7. Intern will lead the ‘Thank you letter’ project, which happens right after the conference
8. Post conference – record speaker ratings and session attendee attendance

Deadline: Cover Letter and Resume must be submitted to Director of Communications, Mr. Francis McGill at fmcgill@vcia.com no later than March 15th 2024. Interviews will take place on a rolling basis.