



**GREATER BOSTON
CONVENTION & VISITORS BUREAU**

**JOB DESCRIPTION
SALES and DESTINATION SERVICES DEPARTMENT**

Title of Position: Greater Boston Convention & Visitors Bureau Intern

Reporting Relationship: VP of Destination Services, Senior VP of Sales, Senior Web Marketing Manager

Job Objective: To assist the GBCVB in their sales, services & marketing efforts. Through the workings of the Convention Bureau, become acquainted with the hospitality industry.

Status: Full or Part-time. College credit possible. Hiring for spring and summer semesters 2020.

Job Responsibilities: Work closely with the Sales, Destination Services and Marketing Departments on the day to day operations.

Support projects which could include graphic design, research, website and CRM maintenance, social media collaboration, quality assurance, site inspections and more.

Update Sales and Destination Services reports and help with tradeshow follow up.

Connect with hotel partners and other CVB's to gather and track convention histories data.

Communicate with GBCVB members via phone and in-person to collect information for website, CRM and other CVB initiatives.

Attend and assist with planning monthly networking events and open houses.

Qualifications: At least 1 complete year of college education. Knowledge of Boston and surrounding areas beneficial. Proficient in Microsoft Office, familiarity with Excel and experience with Photoshop and InDesign are a plus.

For more information or to apply for this position, please contact:

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