



**Summer Internship - Paid**  
**\$10.00 / hour (minimum 20 hours / week)**

**POSITION:** Sales and Services Intern (May - August, 2019)

**REPORTS TO:** Vice President of Sales

**EDUCATION:**

Pursuing a degree in Business, Sports Management, Hospitality & Tourism, Communication Studies, or relevant program, preferred.

**KNOWLEDGE AND SKILLS REQUIRED:**

Must be highly organized and have the ability to multitask. Proficient in Google Drive (Gmail, Sheets, Slides, Docs, etc.). Must have excellent interpersonal relationship skills. Direct contact skills involve meeting with clients, hospitality industry partners, and working in-house with co-workers. Must maintain a valid driver's license in order to perform responsibilities related to job functions.

**POSITION SUMMARY:**

Responsible for supporting the Sales Department to promote Discover Lehigh Valley as the destination of choice for meetings, conferences, and sporting events.

- Assist to organize digital database and files.
- Assist to coordinate logistics for familiarization tours and site visits.
- Prioritize activities within specific time guidelines and to handle multiple responsibilities within a specific time frame and deadlines.
- Represent Discover Lehigh Valley professionally at company and client-sponsored events.
- Willing and able to work some evenings, weekends, and holidays based on client and office demands.
- Maintain a consistent positive attitude and professional demeanor.
- Assumes other tasks or responsibilities as directed by the Vice President of Sales.

**Please email your resume by April 30, 2019 to:**

**Bree Nidds, Vice President of Sales**  
[bree@DiscoverLehighValley.com](mailto:bree@DiscoverLehighValley.com)  
**Subject: "Summer Internship"**

*The position does not guarantee full-time or part-time employment at Discover Lehigh Valley upon completion of the internship.*



ALLENTOWN | BETHLEHEM | EASTON

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