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IGLTA Convention Internship Position Description (April - October 2024)

About IGLTA

IGLTA, the International LGBTQ+ Travel Association was founded in 1983 and is the world's leading network of LGBTQ+ welcoming tourism businesses. We provide free travel resources and information while continuously working to promote equality and safety within LGBTQ+ tourism worldwide. IGLTA's members include LGBTQ+ friendly accommodations, transport, destinations, service providers, travel advisors, tour operators, events and travel media located in 80 countries.

Position Description

IGLTA is looking for a qualified individual for a remote internship. We're looking for someone who is fully bilingual in English/Japanese, and can participate in various stages of convention development and execution. Compensation for the position is based upon a 40-hour work week, Monday-Friday, at US\$15 per hour and begins April 1, 2024 - October 31, 2024. *(Preferred: Possibility of travel to Osaka, Japan for our 41st Global Convention, in October 2024)*

The intern should be prepared to work in a casual but fast-paced and innovative team environment and will finish the internship having gained broad experience in various aspects of the tourism industry, with a focus on LGBTQ+ global travel and event coordination.

Responsibilities / Areas of development (Additional responsibilities may be included based on aptitude):

- Respond to convention email questions/inquiries from IGLTA business members globally
- Updating the convention website, www.IGLTAconvention.org
- Assist with Japanese tour operators for guest experiences (Pre/Post Familiarization trips/FAMS)
- Inquiries and messaging with Marketplace Buyers and Suppliers
- Buyer/Supplier Marketplace tracking, updating, communication with Jacobs Media Group
- Assist with LGBTQ+ Tourism Expo, a travel expo during our two main lunches
- Track and monitor community partner agreements and obligations related to the convention
- Ability to draft a presentation (PPT, Canva, Prezi)
- Work with the IGLTA Awards committee

Specific Foundation job responsibilities:

- Coordination for fellowship program (Emails between mentors and mentees)
- Help coordination for VOYAGE Coordinate with Kristin for the Impact award creation
- Support with Note taking during the Think tank
- Assist with the IGLTA Foundation Think Tank logistics
- Assist with coordination of volunteer event
- Assist with Voyage our Foundation fundraiser event
- Fellowship applications, fellowship benefits and communication with fellowship committee mentors. Fellowships are awarded via an application process from small LGBTQ+ business professionals.
- Website updates
- Support Lola with graphic design

Qualifications:

- **Fully Bilingual English/Japanese is required**
- **Proficient in Excel, Powerpoint, Prezi and Canva**
- **Proficient with Google Workspace and Excel Spreadsheets**
- **Excellent written and verbal communication skills**
- Extremely organized and motivated
- Deadline focused
- Interest in event planning
- Ability to work individually on a project in a small team environment
- Is eager to exceed objectives and take on more responsibilities
- Possess a positive attitude with initiative, reliability and punctuality

If you are interested and able to attend the IGLTA Global Convention, IGLTA will cover accommodations, all meals, roundtrip airfare and ground transport..

Please submit your resume and cover letter no later than February 28, 2024 on our [Careers page](https://www.iglta.org/careers/) at <https://www.iglta.org/careers/>