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IGLTA Convention Internship Position Description (April 1 - October 31, 2025)

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 remote, qualified individual for a remote internship within the US. We're looking for someone who can participate in various stages of convention development and execution. Compensation for the position is based upon a 40-hour work week, Monday-Friday, the hourly rate is \$15.00 per hour and is based on the US state where you are working. The internship begins April 1, 2025 - October 31, 2025.

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
- Assist in updating the convention website, www.IGLTAconvention.org
- Assist with 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 the Marketplace team and the outside media company managing the Marketplace
- 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 and the awards printer

Qualifications:

- **Proficient in Excel/Sheets, Powerpoint, Prezi and Canva**
- **Proficient with Google Workspace**
- **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

Please submit your resume and cover letter no later than March 1, 2025 on our [Careers page](https://www.iglta.org/careers/) at <https://www.iglta.org/careers/>

January 2025