

# **Convention Intern Job Description 2026**

## **U.S. based, remote**

### **Job Summary**

This entry-level role provides administrative and logistical support to the IGLTA convention planning team to ensure the successful execution of the event. The Convention Intern provides crucial support throughout the event lifecycle, from initial planning to post-event wrap-up. This person is detail-oriented, highly organized, and an excellent communicator who can work both independently and collaboratively in a fast-paced environment.

### **Position Description**

IGLTA is looking for a qualified individual based in the U.S. for a remote internship. 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, at US\$15 per hour.

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.

This role is fully remote, begins January 4, 2026 and ends December 18, 2026 and reports to Kristin Gershengorn, Executive Assistant.

### **Essential duties and responsibilities**

#### **Pre-event support**

- Administrative tasks: Provide general administrative support
- Vendor coordination: Assist in communicating with vendors for print and production materials
- Reporting: Manage report requests that come from finance and convention teams.
- Marketplace: Assist with the creation and distribution of Marketplace emails, obtain and contact information for past Buyers and Suppliers, past and current members, expired members, and others as requested for convention outreach purposes

- Attendee management: Handle attendee registration and inquiries via email, ensuring a positive online experience for all participants
- Update and test convention software and website regularly
- Community Partners benefit tracking, confirming benefits and other communication

### **Post-event support**

- Evaluation and reporting: Assist Finance team by compiling post-event reports which would include
- Documentation: Maintain and organize final event records for future reference. Create post-event reports to measure success and identify areas for improvement
- Website: Assist with building the following year's convention website

### **Qualifications**

#### **Required skills**

- Organizational skills: Exceptional ability to multitask, prioritize tasks, and manage multiple deadlines simultaneously.
- Communication: Strong written and verbal communication skills for interacting with clients, vendors, and team members.
- Bilingual in English/Spanish is very helpful.
- Attention to detail: Meticulous approach to all tasks.
- Problem-solving: Ability to think on your feet, anticipate potential issues, and find creative solutions.
- Computer proficiency: Comfortable with Google Workspace, Gmail, Sheets, Docs, experience working with CRM systems, Cvent platform preferred.

#### **Preferred qualifications**

- Education: A bachelor's degree in a related field such as event management, hospitality, or public relations is often preferred.
- Experience: Prior experience in event planning, customer service, or a related field is a plus.

- Flexible schedule: Must be available to work evenings and weekends as required by event schedules for the term of the contract.
- Excellent organizational and communication skills, ability to work well under pressure, and the ability to work in an unsupervised, remote setting, communicating with attendees and IGLTA team members, partners, sponsors and members as issues arise.

Please apply by December 10, 2025 via our [Careers Page](#).