



Paid Internship Opportunities

SOCIAL MEDIA INTERN

Requirements

- current college or graduate student in the tri-state area
- demonstrated success connecting with people/organizations through social media
- significant followers/friends on Twitter, LinkedIn, Facebook, and other social media channels
- active blogger a plus
- understanding of how technology and the internet impacts marketing and communications
- strong writing ability

Responsibilities

- engage and promote BDI's speakers, sponsors, attendees, and events through social media channels
- grow quantity of followers/friends through BDI's various social media channels
- create and update a new BDI blog
- contribute to increased paid registrations for BDI event

EVENT INTERN

Requirements:

- Junior or Senior undergraduate in the tri-state area
- Extremely well organized and detail-oriented with the ability to multi-task
- Strong PC (Microsoft Office), written and verbal communication skills
- Strong internet research skills
- Interest in event planning (experience not required)
- The ability to work independently as well as part of a team

Responsibilities:

- Assist in organizing and managing corporate events as well as provide on-site event support
- Communicate with event attendees, media sponsors, corporate sponsors, supporting organizations, and partners
- Support the BDI team with administrative tasks
- Organize and help manage the BDI office
- Provide research support in compiling attendee lists, prospective sponsor lists, etc.
- Assist in writing and proofing newsletters, press releases, and event promotions

BDI offers a very flexible atmosphere in terms numbers of hours, days, and the ability to work out of office.

Please submit resume, cover letter, and desired position to info@bdionline.com.