

Meeting Masters, Inc.



MEETING MASTERS, INC.

Proven Experience. Guaranteed Success.

Conference/Event Planning Paid Internship

Meeting Masters, Inc. (MMI) an independent meeting and conference planning organization, is seeking an intern for their Shepherdstown office. The ideal candidate will have an interest in pursuing a career in hospitality after graduation, be professional, detail oriented, independent, and comfortable interacting with seasoned professionals.

Internship Details:

Pay scale: \$12 - \$15/hour

Schedule: Extremely flexible. Estimated to be six to ten hours a week.

Description:

The schedule for this internship will change week to week based on the needs of MMI and the intern's availability.

Job tasks will include working with hotels and vendors to implement event details, researching potential properties for future events, checking reports for accuracy, and light administrative work. There is potential for domestic travel, but this is not a requirement.

The length of this internship is flexible. If candidate excels, there is a potential for full-time employment upon graduation.

Office Location: Entler Hotel, German Street.

Contact: dfulton@meetingmastersinc.com

Diane J. Fulton, CMP

President

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