Job Posting: Conference Management Intern, State Conference, Florida Technology Student Association

Job Type: Part Time, Internship

Contract Scope: 2027 FL TSA State Conference (March 3-6, 2027)

Job Responsibilities

- Support conference manager with organization of conference management room
- Assist with onsite conference registration and resolve registration issues
- Attend pre-conference planning meeting with hotel staff (morning of event)
- Communicate with FL TSA Staff and hotel management to ensure flawless execution
- Support event coordinators with locating pre-purchased supplies onsite for each event
- Attend entire FL TSA state conference and work in conference management room
- Assist with loading and unloading conference supplies from truck
- Coordinate logistics of materials from conference management to assigned room
- Direct competitive event questions to assigned coordinator
- Clean up conference management room
- Communicate unexpected schedule changes to judge manager
- Timely communication with Conference Manager and Executive Director

Skills

- Superior organizational skills
- Experience with Microsoft Office Applications
- Effective oral and written communication
- Positive, team-oriented attitude
- Experience with meeting deadlines on budget
- Ability to manage multiple tasks

Requirements

- College student or recent graduate seeking work experience in Conference Management
- Former TSA member preferred

Reports to Florida TSA Executive Director

Apply by sending resume and letter of intent to Justin Lauer, FL TSA Executive Director
TSA@JustinLauer.net