

## **C12 Event Internship**

Ideal Candidate Profile



### **The C12 Group Home Office Overview**

Founded in 1992, The C12 Group operates CEO and executive Peer Advisory Groups around the nation for Christian business leaders. As franchisors, we have more than 90 full-time Chairs operating hundreds of groups, representing over 2,000 Members across 37 states and three countries. C12 Members participate in monthly meetings with peers for leadership development, accountability, wise counsel, and best practices around business as ministry. As the national franchisor, our home office supports the mission by providing systems, tools, curriculum, group formats, marketing, training, accountability, and execution support for the field operators.

For more information, visit [www.c12group.com](http://www.c12group.com).

### **Summary**

As an Intern at the C12 Group, you will be challenged to build your business acumen and apply it in a variety of situations. You will be encouraged in a variety of learning situations. Resourcefulness and attention to detail are necessary skills in this role. Your role would fit into three main buckets of responsibilities.

### **Event Planning**

- Monitor event registration and work directly with attendees on problems and inquiries
- Research and source design and print partners for event materials and signage
- Work with design and print partners to create event materials and signage
- Prepare banquet event orders with venues and present clearly and concisely in both written or verbal formats to a variety of audiences
- Assist with preparation, supply ordering, packing/shipping of event materials

### **Event Coordinating**

- Coordinate receipt of all event materials
- Monitor onsite banquet team and schedule
- Work with team, exhibitors, speakers, and production crew on program schedule and flow to help ensure a seamless event

### **Event Reporting**

- Create and analyze online evaluations and prepare post-event reports and presentations
- Create invoices and receipts as requested; track expenses for event budget reconciliation

### **Job Requirements**

- Resourcefulness and problem-solving aptitude
- Familiarity with various operating systems and platforms (e.g. G-Suite, Survey Monkey, etc.)
- Superior attention to detail; first class organizational skills
- Strong time management skills and ability to manage concurrent tasks efficiently
- Excellent communication skills, both written and verbal

- Experience working with senior decision makers
- Customer service oriented, embracing problems and projects with enthusiasm and servant leadership demeanor
- Great team member: willing to roll up your sleeves and pitch in to help your colleagues when needed

Bonus points if you have experience with/as...

- Professional meeting or event planning experience
- Project management expertise

### **Key Characteristics of the Ideal Candidate**

**Called** – A strong sense of passion for our mission and a real sense of this role and company being a great fit for the gifts, talents, passions, and experiences with which God has entrusted this person. Must be mission-motivated and maintain a resolve to overcome obstacles anchored in a sense of purpose in the work.

**Servant Leadership** – Nobody is above any task and we are all here to serve others. Every customer – internal or external – is in need of help, and the most powerful way to lead will be to serve at a high level.

**Learning and Adaptive** – In a small business with a big mission and one that is scaling up rapidly, new systems, technology, and situational adaptability will be normal. This person must have an appetite for learning and skill improvement.

**Grit, Determination & Resourcefulness** – Not everything will have a pre-planned solution. This person will have to be resourceful in figuring things out, resisting being overwhelmed, and willing to roll up their sleeves until they make it work. Whether it's looping in other people, finding tools online, or seeking out best practices, this person will have to have an open mind and good resolve.

**Organizational Skills** – We serve a God of order and creativity, but live in a world of chaos and confusion. This person gets to help bring the Kingdom of God to the office by being a constant organizational force. It will require a capacity for seeing patterns, discerning better processes and prioritizing and systemizing for improved outcomes.

**Chemistry Fit** – This is a fun culture; we laugh; we work hard; we press on; we jump in to figure things out. Fitting into the team chemistry is essential – particularly in a small home office team!

**High Character** – We operate with a high trust culture. We must operate out of personal values and integrity or this will not work. Integrity, honesty, compassion, reconciliation, and diligence are all things this person must possess in themselves to flourish here.

**Energy & Enthusiasm** – This person must bring joy and passion for work to the job. Spurring one another on in the work and being self-motivated to see the positive and encourage others on the mission is essential.

**Multi-Tasking** – This is not a steady state or static environment. The workflow will cycle. Interruptions are normal so this person must be able to juggle and adjust on the fly.

**Project Management** – This person must be able to keep us within deadlines and budgets, be able to show progress, identify risks, and let leadership know when we are off track.

### **Internship Details**

**Position Type:** Part Time, Internship

**Desired Start Date:** 2/1/2021

**Duration:** 4 months

**Approx Hours/Week:** 20 hours with option for up to 35 hours

**Salary Level:** Unpaid internship with option for incentive

**Location and Reporting:** This internship is based at our home office in San Antonio and will involve various local and national travel. You will be working for the Meeting and Events Planner and reporting to the Intern Coordinator.

**To apply, send an email to [info@c12group.com](mailto:info@c12group.com) and include the following:**

- "C12 Event Internship" in the subject line
- Cover letter (PDF) that tells a bit about who you are and why you would be a great fit
- Resume (PDF)