



Opening Date: 2/20/2020
Closing Date: Open Until Filled

Vacancy Announcement #44-20
STRIVE Intern – Contracts & Procurement
(Strengthening Talents & Rewarding Interns with a Valuable Experience)

SALARY: \$15.00 per hour

DC Residents Preferred

EVENTS DC

Engage, Excite, Entertain.

Events DC is the face of conventions, sports, entertainment and cultural events within our nation's capital. As the official convention and sports authority for the District of Columbia, Events DC leverages the beauty, history and diversity of the most powerful city in the world to attract and promote an extensive variety of events, resulting in amazing experiences for residents and visitors alike, and generating economic and community benefits for the city.

Our success comes by focusing on divisions that reflect three lines of business: Conventions and Meetings, Sports and Entertainment, and Special Events, where we make a range of strategic investments in the region's marquee sports, entertainment and cultural properties. Each division is driven by the desire to bring stellar events to Washington, DC by providing superior customer service to our clients and visitors.

SUMMARY DESCRIPTION

The STRIVE intern will perform entry level professional duties providing the opportunity for professional training in various departments. The intern will perform assigned duties to acquire knowledge of methods, procedures and standards required for successful performance. Assignments serve to offer practical experience and broad exposure to the hospitality industry. A wide range of college majors are considered based on specific needs of department such as: Sports Management, Communications, Event Management, Hospitality, and Public Relations. At the end of the internship all interns will have to present a presentation to Executive Leadership detailing their experience over the duration of the internship.

EXAMPLES OF WORK ASSIGNED

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical in assignment.

- Create modifications for expiring Option Year Contracts; and
- Assist Contracts Analysts
- Process Release Requisitions

- Create the Request to Exercise Option Year Forms for COTRs (Internal individuals with oversight for contracts)
- Compiles materials and agenda for a variety of meetings.
- Maintains confidentiality of sensitive issues and materials.
- Performs a variety of related tasks and duties as assigned.

SKILLS, KNOWLEDGE AND ABILITIES

- Excellent command of the English language, with good writing, proofreading and editing skills.
- Ability to express ideas and convey information effectively, both orally and in writing.
- Ability to work independently and as a team player.
- Ability to work effectively with all levels of staff and a wide customer base.
- Ability to demonstrate a pleasant, neat and professional appearance.
- Ability to work a flexible schedule. (Typical work week will be days.)
- Ability to work evenings, nights, and weekends with advance notice.

ADA ESSENTIAL FUNCTIONS

- Ability to read and write instructions, directions, letters, memos and other written materials.

MINIMUM QUALIFICATIONS

- Undergraduate college student.
 - PC, and Microsoft Office proficiency.
 - Excellent interpersonal, and communication skills.
 - Ability to work independently and as a team.
- Excellent customer service skills.

In an effort to protect our environment from paper waste all candidates must apply on-line on our website:

<http://careers.wcsa.com/employment/application.aspx>

Computers are available in the Labor and Contractor Office (Access Control) at 1116 7th Street NW
 Monday – Tuesday and Friday – 7:00 a.m. – 11a.m.
 Wednesday and Thursday – 8:30 a.m. – 3:00 p.m.

**Washington Convention & Sports Authority T/A Events DC
 Human Resources Department
 801 Mount Vernon Place, NW
 Washington, DC 20001**

All candidates will be considered without regard to race, color, religion, sex, age, national origin, marital status, disability or sexual orientation.