



**Company:** Indiana Black Expo, Inc.

**Job Title:** Student Intern

**Department:** Administration/Events/Youth & Family Programs

**Reports To:** Department Chair

**Employment Status/Method:** Internship/On-site

**Location:** Indianapolis, Indiana

**About Us:** Indiana Black Expo, Inc. is a 501c3 organization whose core values for over 50 years consist of: **Integrity. Accountability. Trust. Customer Service. Quality. Teamwork**

*Our mission is to be an effective voice and vehicle for the social and economic advancement of African Americans. We are an equal opportunity/Affirmative Action Employer who does not discriminate regarding age, race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, protected veteran status, disability, or any other legally protected status.*

### **Job Summary:**

An internship at IBE offers students the opportunity to participate in and participate in the Indiana Black Expo Inc. community engagement experience; working together works! Each intern is exposed to various areas that work with each other to promote events during Summer Celebration, Circle City Classic® and year-round programming driven by philanthropy. The target internship duration is an ongoing opportunity with preference for Spring & Summer however we do have the need for Fall as well. The major areas of interest are: Marketing/Communications/Journalist, Events, Photography, Community Development, Philanthropy, Public Health and Mental Health.

### **Key Responsibilities:**

- Collaborate with the dedicated team members and leadership pending the focus area regarding strategies, current philanthropy best practices
- Provide weekly report of tasks and projects completed for each week and a written evaluation of their recommendations and overall experience
- Assist with the management of programming, events and support of the area needs
- Track progress, deadlines, and priorities of all projects and reports
- Maintain sponsor deliverables using an established tools for operational tracking

**Education/Qualifications/Skills:**

- Must be enrolled in an accredited educational institution undergraduate or graduate program
- Be in good standing at the time of scholarship distribution
- Accumulative 2.5 GPA
- Good communication skills both written and verbal
- Ability to function well in a high-paced and at times stressful environment.
- Proficient with Microsoft Office Suite or related software required
- Willing to work non-traditional hours pending program needs to include some weekends

**Salary & Benefit Language:** Scholarships and paid internships are available.

**Working Conditions/Physical Requirements:**

- Normal office environment with little exposure to excessive noise, dust, temperature, and the like
- Regular exposure to video display terminals, on and off-site event participation, and periodic travel
- Ability to work prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift to 25 pounds at times
- Ability to walk long distances and stand for periods of time

To apply please send your cover letter and resume to [humanresources@indianablackexpo.com](mailto:humanresources@indianablackexpo.com).