



Position Description
Meetings & Events Intern
California Hotel & Lodging Association

Reports to: Meetings & Events Manager

Direct Reports: None

Position Classification: Part-Time, Non-Exempt, Temporary

Salary Range: \$20.00 – 22.00 per hour (initial pay within this range will be determined based on the candidate's experience, qualifications, work location within California, and other legitimate business factors consistent with applicable law)

Location: Remote within California (must be able to travel to events as needed)

Expected Hours: Approximately 15-20 hours per week with additional hours during event periods

Duration: August – December 2026

Key Responsibilities

Meetings & Events

- Collaborate with the Meetings & Events Manager on planning and executing the CHLA Hospitality Foundation Awards Gala, Hotel All Stars Awards Luncheon and California Boutique Hotel Conference.
- Work with the Meetings & Events Manager in reviewing all Requests for Proposals (RFPs) and contracts related to meetings and events.
- Assist the Meetings & Events Manager with hotel/venue communications, such as with Banquet Event Orders (BEOs), and audio-visual requirements.
- Assist with registration, both on site and/or pre-event attendee organization including table assignments and meal requirements.
- Assist in the coordinating of marketing and promotional materials for event and post-event items.

Administrative

- Provide administrative support as requested, such as event promotional materials, event programs, email campaigns, programs, etc.
- Write, edit and organize event email campaigns and social media posts as instructed.



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Requirements

- Past or current recipient of the California Hotel & Lodging Association Hospitality Foundation Scholarship are encouraged to apply.
- Currently enrolled in a Hospitality Management, Event Management, or related degree program preferred.
- Highly effective organizational, verbal, and communication skills, providing attention to detail and meeting deadlines.
- Ability to work independently and as a valued member of a team to accomplish tasks and goals.
- Ability to adhere to event budgets.
- Experience with Microsoft Office Products, Microsoft Teams platform, database software.
- Ability to travel to meetings and events, including occasional overnight travel. All required business travel expenses will be paid or reimbursed by CHLA.
- Ability to lift, carry, and transport event materials up to 30 lbs.
- Ability to adhere to CHLA policies and procedures as provided.
- Must possess a valid driver's license and have reliable transportation for event-related travel.

Approved By: Jesse Geremia, Executive Vice President

Date: June 2026