Event Management Associate for the Largest Federal Awards Ceremony in the Region

Project Title	Event Management Associate for the Largest Federal Awards Ceremony in the Region
Project Summary	Join the planning and project management team for the flagship federal event in the region- our Public Service Recognition Week event
Country	United States

Project Description

The Oregon Federal Executive Board (OFEB) is a small team covering a wide range of topics that touch our federal community across agencies and at all levels, from emergency management to training to charitable giving. We are looking for an intern with an interest in project management and/or Employee Recognition to help us coordinate and execute the flagship event for our Federal Community. This events speakers high-profile speakers and active participation from the head of every federal agency in the region, including Congressional delegations. We proudly recognize the extraordinary work of federal employees at all levels in an event that reaches thousands. If you are interested in exploring what is new and exciting in the field, interested in the intersection of public service and the wider community, or enjoy exploring the process of innovation in the public space, this is the project for you!

Duties:
1. Help with awardee nomination & selection panel, to include developing submission platform (we have used Survey Monkey in the past but would be open to other innovative ideas!), nomination solicitation communications, coordinating evaluations, and communication with nominees
2. Engage in a design-thinking centered process to shape the ceremony and event, from the look and feel of the venue, to the program of events, to the catering. Help develop a vision, theme, and plan for the day!
3. Design promotional & event materials including website, event registration page, flyers, posters, seating cards, event signage, and other displays
4. Track attendees and other engagement metrics
5. Participate in periodic planning committee meetings. These meetings will provide an excellent networking opportunity as other participants will be from a wide range of federal agencies working closely together.
6. Explore options for webcasting/streaming the event, and coordinate with federal technical experts if necessary.
7. Utilize project management processes to develop a planning timeline; work in project management software system (Trello) to assign tasks, track work, and develop an overall plan and common picture of where we are in the process

Required Skills or Interests

Skill(s)
Design thinking
Editing and proofreading
Graphic design
Marketing
Social media management
Website design
Writing

Additional Information

The 2020 Event was postponed to Oct 2020, so interns would be brought on board for the final execution stages of the 2020 event, and then be involved from planning to execution for the May 2021 event.

For more info, check out: https://www.oregonfeb.us/public-service-recognition-week

Language Requirements

None