

Event Planning Intern



Target Majors:	Event Planning Program Only
Intern Assignment:	Event Planning
Job Address:	200 Seaport Blvd, Boston
Is Location MBTA Accessible?	Yes
Hours Per Week:	25 Hours / Week
Preferred Days of Week:	Negotiable
Work Hours:	Under the discretion of the hiring manager
Pay Rate and Travel Stipend:	\$15.00 / Hr

Company Overview:

Fidelity Investments is one of the world's largest providers of financial services. Fidelity offers investment management, retirement planning, brokerage, and human resources and benefits outsourcing services to more than 20 million individuals and institutions, as well as thousands of financial intermediary firms. Fidelity is the largest mutual fund company in the United States, the No. 1 provider of workplace retirement savings plans, the largest mutual fund supermarket, a leading online brokerage firm and one of the largest providers of custody and clearing services to financial professionals. For more information about Fidelity Investments, visit www.fidelity.com.

Job Description:

- Administrative Support – mass mailings, shipping, calendar management, filing, meeting support and ad hoc requests
- Attendee list management
- Create name badges, agendas, tent cards, menus, and all other printed materials
- Signage coordination
- RSVP / registration management
- Travel management
- Communication support
- Research event venues and determine date availability for various programs
- On-site support for local programs (registration etc.)

Basic Qualifications

- Ability to establish priorities and meet stringent deadlines
- Proficient in Microsoft Excel, PowerPoint, and Word
- Organized and detail oriented
- HTML experience a plus
- Candidate must be enrolled in the Event Planning Program