



Event Planning Internship in Los Angeles

Are you looking for an opportunity to build your expertise in California, either in person or remote? Belwest Chamber of Commerce is offering a unique opportunity for interested candidates to build their experience through 6-month internships at the epicenter of Los Angeles' transatlantic business community.

Who are we?

Belwest is the Belgian-Luxembourg Chamber of Commerce for the western states. We support all businesses—whatever their size or location—with international expansion services, effective networking, advocacy, and more. Belwest helps our members set up and grow their business across the U.S and beyond and identify tailored business opportunities in the heart of Europe. We are your reliable partner, leveraging our network, forging meaningful business relationships, and guiding businesses of all sizes towards more opportunities for success.

Join us at this key moment to help us lay our foundation and build the future of our unique business community.

Whether you decide to join us in person or remotely, you will have the flexibility to share your expertise and skills while learning new ones and enjoying the culture and effervescence of our engaged and growing team.

Your missions

Regular events

- Define the annual schedule for events, including monthly mixers, webinars, sponsor panels, etc.
- For each event, create the key visuals for invite, emails, social media
- Promote events on social media
- Manage ticketing
- Greet attendees, manage name tags
- Take photos/videos and create recap post on social media
- Report to Belwest team on the success of each event

Annual gala

- Venue research, visit, and selection
- Caterer research and selection
- Event partner research and selection (lights, DJ, decoration, valet, etc.)
- Price negotiation to optimize budget
- Create a draft budget
- Identify necessary sponsors based on budget
- Coordinate with Belwest sponsorship manager to define a strategy for event sponsoring, packages, and gifts for attendees
- Book the venue, caterer, and event partners
- Market the event : key visuals, promotion strategy
- Help the Community & Communication Manager with marketing collateral to promote the event (invitations, VIP materials, etc.)
- Manage ticketing
- In collaboration with the entire Belwest team, leading up to and on the day of the event, organize and coordinate setup, the event itself, and takedown
- Event follow up

Requirements & Assets

Fluency in English is required.

Fluency in Dutch is an asset.

About this opportunity

This is an unpaid internship opportunity lasting between 4 and 6 months.

Schedules are based on interning 4 days per week (flexible).

Interns may be fully in-person, remote, or hybrid.

Contact

Send resume and cover letter to contact@belwest.org