



CENTER *for* PLANNING EXCELLENCE

Center for Planning Excellence (CPEX) is a statewide non-profit planning organization whose mission is to bring people, culture, and planning together to make great communities happen. We are a team of driven, passionate individuals with diverse educational backgrounds and skill sets. Together, we champion the power of good planning to build livable, resilient communities throughout Louisiana through our work as policy advocates, educators, and planning experts.

Position Details

CPEX seeks a 2022 Smart Growth Summit Intern to work with the organization by helping plan, manage, and execute the 2022 Smart Growth Summit. The Smart Growth Summit Intern proactively provides communications, research, and administrative support to the Smart Growth Summit team and other CPEX staff, handling assigned communications, research, and administrative duties.

This is a unique opportunity for a student who desires more experience in a variety of strategic communications and event planning skills:

- Branding and Marketing Communications
- Event Planning
- Public Relations
- Social Media
- Community Outreach

This is a paid and/or for-credit part-time position consisting of about 20 hours per week in a flexible work environment. The position starts as early as May 1, 2022, and ends as late as December 31, 2022.

Qualifications

It is recommended that the intern has at least 1-2 years completed in a degree program. Knowledge in the following areas or related fields could prove beneficial: Mass Communications, Marketing, Journalism, Public Relations, or Creative Writing.

Essential Duties and Responsibilities

Supporting the Smart Growth Summit team in the planning and execution of the 2022 Smart Growth Summit (the annual planning conference hosted by CPEX) in the following areas:

- Coordinate with speakers, sponsors, press contacts, and other relevant parties via email or phone
- Work with CPEX partners to effectively promote the Summit
- Help with event management and execution of the Summit at the end of the year
- Produce post-event analytics
- Regular attendance at Summit-related meetings
- Updating contact database
- Mailing list maintenance
- Planning for email and direct mail fundraising campaigns
- Timely and appropriate correspondence for all internal and external requests
- Scheduling meetings and reserving conference rooms

Needed Skills

The ideal candidate is proficient in the following areas/programs:

- Microsoft Office (Word, Excel, and Powerpoint)
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- G-Suite Google platforms (Meet, Mail, Drive, Calendar, Slides)
- Social Media platforms (Facebook, Twitter, Instagram, LinkedIn)
- Oral and written communications, with the ability to interact with internal and external partners in various forms of communication
- Research gathering
- Time management
- Ability to work independently and collaboratively with a team

Application Process

Applicants should submit a résumé along with a cover letter to Macey Williams at mwilliams@cpep.org with the subject line “2022 Smart Growth Summit Intern Application.” The application period will close once the position has been filled. Qualified candidates will be invited for an interview.

Diversity, Equity, and Inclusion at CPEX

CPEX is committed to advancing diversity, equity, and inclusion and we aspire to do so intentionally, in every aspect of our work. We recognize that sustainable prosperity and community resilience cannot be realized in the absence of equity and inclusion for all Louisiana residents, and we strive to lift up all voices in our efforts to ensure that all Louisianans are included in the decisions that impact their communities, region, and state. CPEX is committed to integrating DEI into the fabric of our organization and our work, from our internal culture to how we partner with communities to how we use our resources, and we are continually seeking ways to expand our impact and improve our performance on these measures. A successful candidate will be equally committed to these goals and values.

