

Editorial Event Fellow (Fall 2020-May 2021)

[Govloop](#)

Washington - DC (United States)

Job Description

Come work for GovLoop, a division of Granicus, in September 2020. Granicus is the industry's leading cloud-based solutions for communications, meeting and agenda management, and digital services to more than 3,000 public sector organizations. Granicus helps turn government missions into quantifiable realities. We are looking for bright, hard-working current or recent students (an undergraduate degree, or working towards one, is all that is required to apply) to join us starting in Fall Semester of 2020 and ending May 30th, 2021. This is a full time, paid internship in Downtown DC.

GovLoop's mission is simple: connect government to improve government. We serve a community of more than 250,000 federal, state, and local government leaders by helping them to foster collaboration, share best practices, solve problems, and advance in their government careers. We aim to inspire public sector professionals to better service through a variety of programs including research reports, online trainings, in-person events, blogs, mentorship programs, and more. GovLoop has been featured in over 125 articles from the Wall Street Journal to the Washington Post and was named as one of the top places to work in DC in 2015.

Throughout GovLoop's history, more than 85 fellows have worked as integral contributors to core products including research reports, online and in-person training events, digital marketing campaigns, video animation, web and graphic design, and much more. Past fellows have gone on to jobs at the State Department, OMB, National Geographic, and Deloitte among others

What You Get To Do:

- Help find, recruit and prep speakers for various online trainings
- Assist with the planning, coordination, and implementation of in-person and online events
- Create post-event ROI metrics reports for sponsors
- Develop slide decks, surveys, and other digital training materials
- Support the Events Manager in day-to-day operations

Provide support for our marquee event, The Next Generation of Government Training SummitSkills & Requirements

What We Need In You:

- Dynamic go-getter who can handle a range of tasks and is comfortable in a fast-paced environment
- Strong communication and writing skills
- Past customer service experience preferred
- Past event planning or marketing experience preferred
- Desire to learn more about the planning and execution of events

Granicus is committed to providing equal employment opportunities without regard to race, age, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status

To Apply:

Visit: <https://recruit.hirebridge.com/v3/Jobs/JobDetails.aspx?cid=7723&jid=531978&locvalue=1015>