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**Organization:** South Carolina Quantum Association

**Job Title:** Events Coordinator Internship

**Location:** Columbia,South Carolina

**Duration:** Summer 2024 (May - August)

**Position Type:** Internship

**About Us:**

The South Carolina Quantum Association (“SCQA”) is a 501(c)(3) whose mission is to champion the advancement of quantum talent and technology in the South Carolina region.  As we continue to expand our impact, we are seeking a highly motivated, detail-oriented, and collaborative individual to join our growing team as an **Events Coordinator Intern**.

**How you will make an impact:**

As our Events Coordinator Intern you will help SCQA foster a community of quantum enthusiasts, professionals, and learners. You will work closely with the SCQA leadership team to organize a variety of events that further SCQA’s mission such as community-based gatherings, hackathons, and educational webinars.

**Position Overview:**

We are seeking a motivated, organized, and detailed Events Coordinator Intern. This position is reserved for upcoming college seniors and masters-level students. This is a paid internship and offers the opportunity to gain hands-on experience in event planning, coordination, and execution within the dynamic field of quantum information science.

Please note: we are not looking for an expert in quantum information science!

**Responsibilities:**

* Collaborate with the SCQA leadership team to conceptualize, plan, and execute engaging events designed to build Columbia and South Carolina into a destination for quantum enthusiasts.
* Assist in coordinating logistics, including venue selection, vendor management, and equipment procurement.
* Support SCQA leadership in developing and maintaining event timelines, budgets, and task lists to ensure smooth execution.
* Support marketing efforts by creating promotional materials, social media content, and event invitations.
* Communicate with participants, speakers, and sponsors to provide event details and address inquiries.
* Coordinate event registration, ticketing, and attendee management using online platforms.
* Provide on-site support during events, including setup, registration, and troubleshooting.
* Assist in post-event activities such as attendee surveys, data analysis, and event recap reports.
* Collaborate with team members to identify areas for improvement and implement best practices for future events.

**Qualifications:**

* Current enrollment as a rising junior or senior.
* Demonstrated ability to plan and execute high-quality professional events.
* Strong organizational and time management skills with the ability to multitask and prioritize tasks effectively, take ownership of tasks with passion and enthusiasm.
* Excellent communication skills, both written and verbal.
* Detail-oriented with a proactive and problem-solving mindset.
* Ability to work independently and collaboratively in a fast-paced environment.
* Proficiency in Microsoft Office Suite and familiarity with event management tools is a plus.

**Preferred Qualifications:**

* Enrollment in a hospitality management program.
* Willingness to learn about emerging technologies and how to build a community around them.

**Benefits:**

* Paid Internship Position (bi-monthly)
* Gain practical experience in event planning and coordination of high-profile activities working across a variety of sectors including non-profits, government, academia, and the technology industry.
* Opportunity to network with professionals, experts, and enthusiasts in the field.
* Receive mentorship and guidance from experienced event coordinators and industry experts.
* Potential for future employment opportunities with the South Carolina Quantum Association.

*SCQA sees a future where South Carolina - and the Southeast - offers the most dynamic and globally competitive destination for quantum discovery, education, and entrepreneurship. We believe unprecedented collaboration can inspire technical discoveries that transform our region’s economy, and we want to be surrounded by the best, not the best of what’s available. We invite you to join us.*

***To Apply:*** *Please submit a cover letter and resume to* ***jobs@scquantum.org****. Please include "Events Coordinator Intern" in the subject line. Strong applications will also include up to two (2) letters of recommendation from professional references.*