



**The Wellington Group & Wellington Promotions**  
Event Planning Internships



Available Position: Internship/ Account Coordinator  
Start Time: May 2012  
Position: Full Time  
Preferred: Senior Status; Graduating in May 2012

### **The Wellington Group**

A Third Party Event Planning and marketing communications company located in Overland Park, Kansas. We serve clients around the country to meet and exceed their meeting, event planning and incentive needs.

"The cornerstone of The Wellington Group is total client satisfaction. Personal service, creative ideas, flawless execution and in-depth experience translate into outstanding results. In every situation, our team is committed to surpassing the expectations and goals of our clients. We stop at nothing short of the best in all we do."

Interns, at The Wellington Group are pursuing a degree in marketing, public relations, hotel and restaurant management or journalism. We are looking for the following qualities in an intern: excellent organization and communication skills, organized project management capabilities, strong leadership skills, history of creative idea generation and implementation, self-directed and self-motivated, enthusiastic and confident communicator and excellent research skills.

Our interns assist account executives in the organization in several agency accounts including activities related to client communications, publicity / media relations, event management, sales and marketing. This position is ideal for a graduating Senior college student looking for experience in event management and marketing communications.

Wellington Promotions, a promotional products company, is The Wellington Group's sister company. At times the intern may provide assistance to Wellington Promotions.

Internship will be considered for credit and/or pay.

**After a three month internship the candidate would be considered for Account Coordinator fulltime position:** The account coordinator assists on many different programs at any one time working with all account managers and account executives. As the account coordinator becomes skilled in work, he / she will begin working on smaller meetings, incentives and events as the key manager. Account coordinator has minimal direct interaction with the client.

**Send Cover Letter & Resume to:**

Caroline Howard

Senior Account Manager

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