



Spring/Summer Internships Available with Pacific North West Economic Region

Work closely with public and private sector leaders to help develop regional solutions to shared challenges. The Pacific North West Economic Region (PNWER) is seeking qualified students and recent graduates interested in working in a small, non-profit organization involved in Canada-US relations and public/private sector cooperation. PNWER is a statutory, public/private partnership composed of legislators, governments, and businesses in the Northwest states of Alaska, Idaho, Montana, Oregon and Washington, and the Western Canadian provinces of British Columbia, Alberta, Saskatchewan, Northwest Territories and Yukon. PNWER promotes greater regional cooperation by governments and business to enhance the region's global competitiveness, while striving to maintain or improve its environment.

Interns must be willing to work at a variety of activities, and have the ability to work independently and as part of a team. Interns will have the opportunity to interface with regional legislators and industry leaders while gaining experience in a small office setting.

For spring/summer, we are seeking "Working Group and Event Support" interns to help in the development of the PNWER 23rd Annual Summit. Over 600 regional business leaders, legislators and key decision makers attend the Annual Summit each July. During the Annual Summit, PNWER working groups meet to explore shared challenges in the region, and to develop an action plan for tackling these challenges in the coming year.

This internship will give students the opportunity to work with public and private sector leaders examining policy on a variety of regional topics ranging from transportation to environment to trade and economic development, while learning the logistics of organizing a large conference with a wide variety of attendees. This internship is focused primarily in the planning of working group session agendas, developing a session by recruiting subject matter experts, and working closely with the public and private sector working group co-chairs.

This intern will assist with event logistics including:

- Assist in the coordination and support of PNWER's working groups, including arranging conference calls, note-taking and agenda development
- Manage correspondence with event attendees, sponsors and board members, such as producing and editing invitations, acknowledgment letters and follow-up letters
- Design promotional materials, assemble packets and programs
- Prepare collateral materials for events
- Track current and potential sponsors using database website Salesforce.com
- Manage event registrations, tracking invoicing and receipt of payment
- Develop content for bi-weekly PNWER newsletter • Maintain and develop PNWER website
- Assist in Other Projects as necessary

Internships are unpaid, and require a commitment of 10-20 hours per-week. We are seeking qualified, enthusiastic people looking to start the second week of March. Internships generally last 10 weeks, but we are especially interested in bringing people in now that would be willing to stay through our Annual Summit, taking place July 14-19 in Anchorage, Alaska.

For additional information on PNWER and PNWER working groups, please visit www.pnwer.org