



**Financial Intern**

<b>1. INTERN NAME</b>		<b>2. CURRENT TITLE</b> Events/Operations Intern	
<b>3. SUPERVISOR NAME</b> Lynzie Gotshall/Amber Underwood		<b>4. SUPERVISOR TITLE</b> Events Director/COO	
<b>5. GENERAL SUMMARY OF DUTIES AND RESPONSIBILITIES</b> The Events/Operations Intern will be part of a new and growing team of financial professionals with a project oriented focus towards the betterment of our day to day client and prospect experiences. As a key member of the JFS Team the intern will work on seminar preparations, registration, and execution in addition to office tasks to create the best possible experience for our clients, prospects, and team members.			
<b>6. JOB DUTIES</b>			
<b>FREQUENCY</b>		<b>JOB DUTIES</b>	
DAILY		<ol style="list-style-type: none"> <li>1. Prepare documents and supplies for seminars</li> <li>2. Make all confirmation calls to all registrants 24 hours before seminars</li> <li>3. Follow up with all no-show seminar attendees and not properly in Redtail</li> <li>4. Assist with post seminar processing</li> <li>5. Assist on-site at seminars with setup, registration, and scheduling</li> <li>6. Assist events director with venue contacts</li> <li>7. Assist events director as needed with client events</li> <li>8. Prepare essential documents for office daily operations</li> </ol>	
Knowledge, Skills & Abilities		<ul style="list-style-type: none"> <li>• You are pursuing a Bachelor’s degree in a related discipline</li> <li>• Excellent problem solving and trouble-shooting skills</li> <li>• Ability to work independently and adapt quickly to new technologies/systems</li> <li>• Strong sense of personal courage and development</li> <li>• Ability to be flexible, resourceful, quick to learn and adapt to change</li> <li>• Solid written and active communication skills</li> <li>• You are a U.S. citizen, U.S. permanent resident or possess other unrestricted U.S. work authorization and will not require sponsorship for U.S. work authorization now or anytime in the future.</li> </ul>	
Minimum Requirements		<ul style="list-style-type: none"> <li>• Working knowledge of computers and software</li> <li>• Ability to learn quickly</li> </ul>	
Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to or from this position at any time.			
INTERN SIGNATURE		SUPERVISOR SIGNATURE	
DATE		DATE	