

Connecticut Restaurant Association Public Affairs & Events Internship

Location: 100 Great Meadow Rd, Wethersfield, CT

Website: www.ctrestaurant.org | www.ctrestaurant.org/crainternship



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Description of Organization:

The Connecticut Restaurant Association is a full service, non-profit trade association dedicated to supporting every type and size of restaurant. We are advocates for the Connecticut restaurant and hospitality industry, a hub for information and a platform for networking. We commit ourselves to offering cost effective benefits and resources you need to run a profitable business. The industry plays an integral role in Connecticut's economy, employing more than 140,000 foodservice workers and generating over \$11 billion in annual sales. Along with the Connecticut Hospitality Educational Foundation (CHEF), the Association protects, advances, and educates the growing industry.

Internship Description

The Connecticut Restaurant Association is offering a dynamic internship experience in supporting the restaurant and hospitality industry. Interns will have hands-on experience in a variety of efforts that go into representing more than 8,000 restaurants and small businesses across the state. Although the intern will work with our team on some of the day-to-day duties, the primary role of the selected candidate will be assisting with legislative initiatives and association events. Day-to-day work may include supporting our current members, enhancing our brand through our website and social media, and assisting with our special events: annual awards gala, golf tournament, legislative events, foundation events and more. Legislative responsibilities will include assisting the legislative committee with mobilizing members, bill tracking, legislative update emails, coordinating meetings with legislators, working on federally-focused bill initiatives, and more. Candidates should be highly motivated, detail-oriented, dependable, and a team-oriented self-starter.

Essential Functions:

- Supports all internal team members following the Association mission and values while promoting Association culture;
- Assists with special research projects related to advocacy initiatives, member communications, and educational resources;
- Assists with social media content for Facebook, Instagram, and Twitter for Association;
- Assists with development of legislative agenda, events at the General Assembly, legislative roundtables and more;
- Provides policy insight for member engagement and association growth;
- Assists with marketing images, save the dates, other event publicity to post to social media, website and email blasts;
- Assists with marketing emails and newsletters to be sent to member base;
- Assists with all CRA special events;
- Supporting CRA staff in administrative tasks as needed;
- Other duties as assigned

Desired Skills:

- Strong understanding of the public policy and legislative process;
- Strong interpersonal skills;
- Ability to work as a team or independently as needed;
- Ability to lift 25lbs for events as needed;
- Adaptability with learning database management and other internal association programs & technology as needed;
- Interest and ability to engage in legislative affairs;
- Understanding and interest to work for public, non-for-profit organizations;
- Drive for organizational growth and maintaining a strong work culture;
- Transportation ability to travel for CRA Events as needed (*December 8 and 9 are required attendance for CRAZIES Awards*).

Submitting an Application

With questions about this opportunity, please email Yvette at tavares@ctrestaurant.org. To apply for an internship position to the Connecticut Restaurant Association, please submit cover letter and resume via email to ipp@uconn.edu.