



Visit Lubbock – Data Management Internship

Looking for a part-time, paid internship where you can build valuable business, data management, and CRM experience? Visit Lubbock is seeking a detail-oriented intern to support our Sales & Services team by organizing and maintaining the information that helps us recruit conventions, meetings, sporting events, weddings, group tours, and other visitors to Lubbock. This internship is ideal for someone who enjoys working with spreadsheets, databases, and organizing information. You'll gain hands-on experience with customer relationship management (CRM), business research, reporting, and data organization while also assisting with special events and department projects.

Location: Lubbock, Texas

Hours: 10-20 hours per week

Pay: \$12 per hour

Duration: Short-term or long-term internship that you can continue through your college years.

DUTIES AND RESPONSIBILITIES:

- Research, collect, and organize hotel, venue, client, event, and tourism industry information into spreadsheets and internal databases.
- Update, maintain, and audit customer and event records within the Visit Lubbock CRM.
- Verify data accuracy and identify missing, duplicate, or outdated information.
- Create and maintain spreadsheets, trackers, and reports that support the Sales & Services team.
- Organize digital files and ensure information is accurate, consistent, and easily accessible.
- Assist with Red Raider Orientation, client events, and other Sales & Services projects as needed.
- Assemble event materials and provide occasional on-site event support.
- Assist with post-event reporting and correspondence.
- Other duties as assigned.

QUALIFICATIONS:

- Highly organized with exceptional attention to detail.
- Strong written and verbal communication skills.
- Comfortable working in Microsoft Excel, Microsoft Office, and Google Workspace.
- Ability to learn CRM software and maintain accurate data records.

- Dependable with strong organizational and time management skills.
- Ability to work independently and manage multiple projects.
- Ability to stand, walk, or sit for extended periods.
- Ability to lift, push, pull, and carry up to 25 pounds.
- Reliable transportation and a valid driver's license.
 - Acceptable driving record if operating a company vehicle.
- Must be at least 18 years of age.

TO APPLY: Please email your resume to cerissa@visitlubbock.org.

Visit Lubbock is an Equal Opportunity Employer. A pre-employment drug test will be required.