

## Accounting and Administration Intern

Be a part of the Renewable Energy Industry! We play a pivotal role in supporting the rapid growth of the US solar and storage industries, significant job creation, and increased energy independence. With fresh ideas and a clear vision for advancing the industry, SETS brings a focused approach to the industry's premier events.

### Position Summary

Solar Energy Trade Shows, LLC (SETS) is an Alexandria, VA based event management company changing the face of events. Our largest show, Solar Power International, is the largest solar trade show in North America, ranking as a Gold 100 trade show by Trade Show Executive. SETS is a fast-paced work environment and we seek talented interns who crave learning new skills and aren't afraid to tackle their own projects. As an intern, you will get to work with a variety of our departments and will work on real initiatives that will help us grow.

Your participation makes you part of one of the world's fastest growing energy industries. We serve thousands of project developers, equipment manufacturers, services providers, utilities, researchers, advocates, and others involved in the solar industry. Our internship program is developed with you in mind! We will actively support your personal and professional development goals and provide training.

SETS offers internships to college students in their junior or senior year, as well as graduate students, to gain experience with the inner workings of one of the top trade show organizations. At the end of a SETS internship, you will have a better understanding of the challenges of executing a successful trade show.

### Interns Will:

- Work with SETS finance department on event accounting initiatives.
- Receive training on various technologies, procedures, and best practices.
- Assist with annual budgeting process.
- Assist with aspects of the tradeshow accounting process, including but not limited to: budget analysis and presentation, contract management software, research and proposal assistance, etc.

### Qualifications:

- Self-motivated, detail-oriented student, who is excited to learn practical accounting practices;
- Possess a great attitude, work ethic; someone who is energetic, articulate, and personable;
- Excellent verbal and written communication skills and attention to detail required;
- Proficiency in Microsoft Office, especially Excel;
- Able to work as part of a team; and
- Rising juniors and seniors, graduate students, or recent graduates.

### Duration:

- Summer: June – August
- 24 hours per week (three 8-hour days)

SETS provides compensation at \$12 per hour for 24 hours per week (3 days). Additionally, excellent summer work will qualify interns to work at Solar Power International (September 23-26) to see the full show production.

Interns must be available to work from the SETS office in Alexandria, VA; there is no option for telecommuting.

Candidates should submit a resume and cover letter with start date availability to [interns@sets.solar](mailto:interns@sets.solar) (subject: Accounting and Administration Internship). No phone calls, please.

**About**

[Solar Energy Trade Shows, LLC](#) (SETS) is the management company formed in October 2009 by [Solar Energy Industries Association](#) (SEIA) and [Smart Electric Power Alliance](#) (SEPA) to raise the bar for solar energy trade events, producing Solar Power International, a top 100 trade show, as well as almost 10 regional events. SETS plays a pivotal role in supporting our national energy independence. SETS has a staff of 25 employees and an annual budget of \$20 million. SETS is a fast-paced, high-energy organization with a very ambitious agenda. Our staff is highly motivated. This position may experience high work demands under a very tight timeline.

Solar Energy Trade Shows, LLC is an Equal Opportunity Employer. This company does not and will not discriminate in employment and personnel practices on the basis of race, sex, age, handicap, religion, national origin or any other basis prohibited by applicable law. Hiring, transferring and promotion practices are performed without regard to the above listed items.