

## **Connecticut Restaurant & Hospitality Association (CRHA) Association & Events Assistant Internship**

**Location:** 100 Great Meadow Road, Suite 100, Wethersfield, CT 06109

**Website:** [www.ctrestaurant.org](http://www.ctrestaurant.org) | [www.ctrestaurant.org/internship](http://www.ctrestaurant.org/internship)

### **About CRHA:**

The Connecticut Restaurant & Hospitality Association (CRHA) is a nonprofit trade association representing and advocating for Connecticut's restaurant and hospitality industry. CRHA serves as a hub for industry connection, legislative engagement, education, and professional growth. In partnership with its 501(c)(3) philanthropic arm, the Connecticut Hospitality Educational Foundation (CHEF), CRHA advances workforce development, student programming, scholarships, and career pathways statewide. Connecticut's hospitality industry contributes more than \$1.5 billion in annual state taxes and nearly \$21 Billion in economic impact.

### **Internship Description**

#### **Nonprofit Association Management**

- Support membership outreach, communications, and administrative operations.
- Assist with database management and internal systems.
- Contribute to member updates and industry resources.

#### **Event Logistics & Support**

- Assist in planning and executing CRHA signature events including the CRAZIES Awards Gala, CT ProStart Invitational, Night at the Capitol, regional events, and legislative roundtables.
- Coordinate event logistics including vendors, volunteers, registration, guest communication, setup and breakdown.

#### **Education & Workforce Development**

- Assist with student culinary competitions and workforce development programs.
- Support engagement initiatives for students, educators, and adult learners.
- Help cultivate relationships with business partners, mentors, and guest speakers.
- Support fundraising efforts including online auctions and statewide campaigns.

#### **Legislative & Advocacy Support**

- Conduct basic legislative research and track hospitality-related policy.
- Assist in preparing legislative updates and member communications.
- Attend hearings, press events, and advocacy activities as appropriate.
- Provide support to leadership during Capitol engagement and testimony.

### **Skills Desired**

- Strong written and verbal communication skills
- Organizational skills and attention to detail
- Interest in nonprofit management, hospitality, public policy, or workforce development
- Event planning and social media experience preferred
- Ability to learn new technology platforms (Microsoft Office, databases, project management tools)
- Professional demeanor; ability to work independently and as part of a team
- Reliable transportation for in-state events; ability to lift up to 25 lbs as needed

### **Work Format:**

Primarily in-person in Wethersfield with some remote flexibility.

### **Application and Contact Information:**

Specific questions about the internship may be directed to **Yvette M. Tavares** at [tavares@ctrestaurant.org](mailto:tavares@ctrestaurant.org). Forward your cover letter and resume to [ipp@uconn.edu](mailto:ipp@uconn.edu).