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About CoMotion

CoMotion is a global platform where the most innovative transportation and technology companies - as well as civic and business leaders from across the mobility ecosystem - explore, collaborate, and interact to share ideas and make deals.

We organize proprietary world-class events, partnering with leading companies such as Google, Cisco, Uber, Lyft, Bird, Verizon, Toyota, and Ford, and with cities at the forefront of the Mobility Revolution like Los Angeles, Dubai, Miami and Paris. Our major annual in-person events convene in [LA](#), [Miami](#), and now [Vancouver](#), along with our [webinar](#) series which takes place throughout the year.

We advise, consult and partner with both established as well as early stage “breakthrough” mobility businesses, civic leaders and municipalities on five continents.

Program and Business Development Internship Description

Are you passionate about global mobility and the future of our cities? Then this position could be about you. CoMotion is looking for a resourceful Program and Business Development Intern to be part of both the program team and be of assistance to business development initiatives. This is an exciting opportunity to take an active role in advancing the development of an ambitious, international portfolio of events and to interact with some of the foremost global leaders in the field of new mobility.

This position is remote but will be required to assist on-site at the CoMotion LA event in Los Angeles in November. Preference is given to candidates based in Los Angeles, CA.

Key Tasks

- Work with a highly motivated, close-knit team to develop our flagship event CoMotion LA on November 15-17, 2022.
- Research and suggest speakers and topics for event programs and webinar episodes.
- Draft session descriptions for events and webinars.
- Coordinate and work closely with CoMotion’s communication team on program-related campaigns and partners’ communications.
- Research and identify potential partnerships and sponsors.
- Provide insight and research support to explore new funding sources to support the event.
- Manage daily communications to and with partners.

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- Update funding pipeline and forecast, project tracking and preparing weekly updates on partnership for management meetings.
- Be on-site for CoMotion LA to help direct attendees, support the team with locating speakers, and work with the production team.
- Develop organizational systems and databases to improve efficiency of the team's communications and documentation storage.

Skills and Experience Required

- Achieved or pursuing Bachelor's or Master's degree in a relevant field (ex: Urban Studies, Business, Marketing, Communication, Cities, Social Science etc.).
- Strong written and verbal communications skills and attention to detail.
- Strong research and analytical skills.
- Ability to work in a multinational/cultural business environment.
- Google Suite and/or Microsoft Office skills.
- Passionate about innovation, mobility and entrepreneurship.
- Ability to work in a team as well as independently.
- Dynamic, proactive, creative, flexible.
- Fluent English (written + spoken).
- Proficiency in Spanish, French and/or in another language is a plus but not a requirement.

How to apply

Interested candidates should send their CV and one-page cover letter via email to Anna Figel (afigel@comotionglobal.com) with "Program and Business Development Internship" in the subject line. Applications will be reviewed on an ongoing basis.

Other Important Information

This is a part-time position (10-15 hrs/week) and based in Los Angeles. Compensation is \$18.50/hr. You must be a US resident or have the appropriate work visa.