

## **Meeting Intern**

### **Ecological Society of America – Washington, DC**

#### About the Internship

The Ecological Society of America is a professional membership association of more than 8,000 scientists, researchers, decisionmakers, policymakers and educators dedicated to the science of ecology. ESA is in Washington, DC. Hybrid work options for DC, Maryland or Virginia only will be considered for this position.

Description of Duties: This position will assist with logistical arrangements and planning for ESA's annual conference. The ideal candidate will have excellent customer service skills and be comfortable drafting and proofreading copy when provided with guidelines and examples. A career goal of entering the Hospitality and Meetings industry after graduation is preferred but not required. Listed below is a general overview of possible tasks and responsibilities. The internship will begin in May and end July 31st. The hourly rate is \$17.00 an hour and no benefits will be offered.

#### General Tasks and Responsibilities:

##### **General Logistics Support**

- Respond to general customer email inquiries on a daily basis.
- Assist in drafting, formatting, and proofreading general information for conference signs.
- Coordinate packing and shipping of conference materials.
- Provide general logistical support for the annual conference as assigned.

##### **Meeting Program Support**

- Assists in scheduling conference sessions, talks and posters.
- Assists in researching local activities and local information.
- Drafts and proofreads general information for the print program.
- Organizes and proofreads scheduling information for signs and the print program.
- Proofreads promotional materials, website content, and emails.

##### **Attendee Registration**

- Assists with the general registration processes as needed/assigned.
- Assists in assembling attendee materials, e.g., producing badges and organizing registration materials for on-site distribution.

## Other Job Functions

- Perform various administrative duties including but not limited to: Preparation of, proofing and editing correspondence with attendees, including responding to routine questions and requests for information.
- Special projects as assigned.

## Qualifications

- Experience with Microsoft Office Suite (Word, Excel, Outlook).
- High degree of professionalism.
- High comfort learning new technology, such as online databases, with training provided.
- Strong organizational skills with great attention to details.
- Self-starter with a high level of energy.
- Ability to prioritize and handle multiple projects simultaneously.
- Ability to work effectively both individually and in a team.
- Good research skills (online searches, some phone calls).
- Excellent verbal and written communication skills.
- Ability to learn new technologies and processes quickly.
- Organizing, labeling and packing supplies.
- Occasional lifting, up to 50 pounds.

The Ecological Society of America is dedicated to the science and study of ecology. The society welcomes and encourages participation by all individuals regardless of age, culture, ethnicity, gender identity or expression, national origin, physical or mental difference, politics, race, religion, sex, sexual orientation, socio-economic status, or subculture. We strive to cultivate a society built on mentorship, encouragement, tolerance and mutual respect, thereby engendering a welcoming environment for all. Ecologists believe in the need for interdisciplinary study, both in terms of disciplines and participants. We believe in biodiversity both in terms of ecosystems and membership. We will vigorously and proactively reject prejudice and stereotyping wherever it is encountered in our profession. ESA further promotes diversity in all areas of activity, including fostering diversity in membership, leadership, committees, staff, outreach, public engagement, recruitment, and all other areas of societal activity.

**Please send one document that includes your cover letter and resume to [meetings@esa.org](mailto:meetings@esa.org) by April 24<sup>th</sup>.**