



FASEB

Federation of American Societies
for Experimental Biology

Position Title: 2024 Spring and Summer Internship
Status: Temporary, 15-22.5 hours per week, approximately 16 weeks, Non-exempt
Hourly Rate: \$16.70
Reports to: Senior Conference Manager
Department: Office of Scientific Meetings and Conferences (OSMC)
Date: February 22nd, 2024
Location: Rockville, Maryland; (On-site or remote work options for DC, Maryland or Virginia only will be considered for this position.)

Founded in 1912, the Federation of American Societies for Experimental Biology (FASEB) is the nation's largest coalition of biomedical researchers, representing 23 scientific societies and over 110,000 individual researchers from around the world. FASEB is now recognized as the voice of advocacy for biological and biomedical research scientists.

Position Summary

Assists the FASEB Office of Scientific Meetings and Conferences (OSMC) staff with in-person and virtual conference(s) preparation and execution. (Please find a general overview of possible tasks and responsibilities below. Actual assignments depend on the individual project cycle at the time of the internship.)

General Tasks and Responsibilities:

General Logistics Support

- Assists in the preparation of poster session logistics.
- Assists in the preparation of onsite signs.
- Coordinates packing and shipping of conference materials.

Program Support

- Collects speaker info, abstracts, speaker materials.
- Assists in the development of meeting content, updates, and posts information for website.
- Prepares call for abstracts, save the date, promotional material, flyers, forms, and slides.
- Collects material for development of Program and Abstract Book.
- Prepares schedule, general information, and special functions section of program.
- Compiles program/abstract book.
- Assists in scheduling conference surveys.
- Assists in researching local activities for group excursions.

Registration

- Assists with the general registration processes as needed/assigned.
- Assists in assembling attendee materials, e.g., producing badges; and any associated info cards and organizing registration materials for on-site distribution.
- Assists in attendee communications.
- Assists in pulling registration reports and special reports.

Vendor Management

- Assists with preparing RFPs.
- Assists in collecting quotes from vendors.
- Assists in finalizing arrangements with various meeting vendors (decorator, audiovisual, hotel, mobile app, etc.).

Support of Virtual Conferences

- Fill one of the staffing roles during the live dates of virtual conference (e.g., Zoom co-host, tech assistance to attendees).
- Coordinate and participate in practice runs for virtual meetings as needed.

Other Job Functions

- Perform various administrative duties including but not limited to: Preparation of, proofing and editing correspondence; coordinating mailings; responding to routine questions and requests for information.
- May assist in onsite execution of local events.
- Special projects as assigned.

Basic Qualifications

- Experience with Microsoft Office Suite.
- Experience with Zoom platform.
- High degree of professionalism.
- High comfort using technology.
- Strong organizing skills.
- Ability to prioritize and handle a variety of projects simultaneously.
- Ability to work effectively both individually and in a team.
- Good research and writing skills.
- Excellent verbal communication skills.
- Ability to learn new technologies and processes quickly.

To Apply

For full consideration, please submit a resume and cover letter. Applications will be considered on a rolling basis and the position will remain open until filled.

If an accommodation is needed to complete the application process, please contact FASEB's Human Resources Department at resumes@faseb.org.

To learn more about FASEB, please visit www.faseb.org.

FASEB is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.