



Position: High School Intern

Reports to: Director, Engagement & Development

Location: Pittsburgh, PA

Status: Non-exempt, part-time: approximately 10 hours per week

Date: January 2019 – May 2019

Position summary:

The Genetics Society of America is seeking a motivated and responsible high school intern interested in learning administrative and beginning program management skills. In this position, you will be expected to learn and practice: professional communication for email and virtual community platforms; goal setting and time management; and tracking of program related projects.

Duties and Responsibilities:

- Answer program inquiries via email or virtual community platform
- Perform clerical duties, take memos, maintain files, organize files
- Print and organize materials for workshops
- Schedule meetings and events
- Track volunteer progress on projects
- Other tasks as needed

Qualifications:

High school senior

Proficient computer skills, including Microsoft Office Suite

Punctual and professional

Minimal work experience required

Applications will require a cover letter and resume. To apply, please visit this website:

www.faseb.org/employment

For more information about GSA, please visit: <http://www.genetics-gsa.org/>

EOE