Summer 2021 Internship Opportunity
Office of Scientific Meetings & Conferences

Organization Description: Founded in 1912, the Federation of American Societies for Experimental Biology (FASEB) is the nation’s largest coalition of biomedical researchers, representing 29 scientific societies and over 130,000 researchers from around the world. FASEB is now recognized as the voice of advocacy for biological and biomedical research scientists.

Position Summary: Provide support for 15+ virtual meeting (2-3 days in length) during event dates and participate in general meeting(s) preparation for current and future events. 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

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.

Program Support
- Collect and crop presenter/session videos.
- Assist in the development of meeting content, updates and posts information on virtual platforms.
- Compile abstract files.

Registration
- Assist in general registration set-up.
- Assist in attendee communications.
- Assist in assembling virtual attendee materials.
**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.
- 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.

**Work Location/Hours**

- Remote support; potential for occasional in-person meet ups if intern is local to the DC area.
- Generally looking for 30+ hours of support/week for 12-15 weeks.

**Program Components**

- Paid internship, $14.00 per hour.
- Start date mid-May preferred.
- Performance evaluation at end of internships available upon request.

**Application Process**

Please submit a resume and cover letter to [www.faseb.org/employment](http://www.faseb.org/employment)

To learn more about FASEB, please visit [www.faseb.org](http://www.faseb.org)

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