Title | Membership & Outreach (M&O) Intern  
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Department | Membership  
Reports to | Director of Membership & Outreach  
Hours | Monday through Friday - 9:30 am – 5:30 pm  
Time Frame | Approximately June 1st – August 30th

**Job purpose**

ISSA is looking for a self-motivated, super-organized, task-oriented individual to join our team for the summer. The M&O responsibilities will include working closely with our membership team to help engage, inform, retain, recruit, and service our 9,000+ member organizations across the globe. This intern will be given “real work” and be responsible for several key components in the organization’s membership operations.

**Duties and Responsibilities**

The internship will include a wide variety of responsibilities focused on the recruitment, retention, and service of new and existing member organizations.

Specific responsibilities include:

- Assist member services team in member retention, recruitment, and service projects.
- Create, analyze, and present ad hoc reporting
- Collaboration with other ISSA departments and international offices.
- Participate in executing marketing communications plan
- Demonstrating a knowledge of the association’s history and mission
- Data entry and data governance tasks
- Web page auditing
- Receiving incoming calls and emails
- Engage with current and prospect members

**Skills and Qualifications**

- Undergraduate student or recently graduated from accredited college
- Bi-lingual a plus
- Major in Business, Communications, Marketing, or Management, preferred, but not required
- Excellent written and verbal communications skills
- Excellent Microsoft Suite skills, ie. Excel, Outlook, Teams, PowerPoint
- Video editing and graphic design skills
- Ability to be flexible and work independently in a fast-paced environment
- Strong interpersonal and organizational skills
- Attention to detail
Working conditions

This is a paid internship that will require working at least 30 hours per week (standard business hours), sitting and/or standing for extended periods of time, and some minor lifting.

Direct reports

No direct reports.

ISSA is an equal employment opportunity company.