Title	*Membership & Outreach (M&O) Intern*
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.