**Washington State Academy of Sciences Internship Program**

*2018 Position Announcement*

The Washington State Academy of Sciences (WSAS) is pleased to announce a position opening for an Event Coordination Intern – an opportunity to work toward planning and executing a large-scale science policy event. Interns will work in a small non-profit environment engaged in varied aspects of event planning and management, communications, and financial recordkeeping. Internship is located in Seattle, WA.

**About Us**

WSAS is a not-for-profit organization of 250+ elected members who are nationally recognized for their scientific and technical expertise. WSAS provides expert scientific and engineering assessments to inform public policy making and works to increase the impact of research in WA State. WSAS accomplishes its mission by drawing on our state-wide pool of distinguished members, state government officials, and other key stakeholders and experts to address critical issues facing WA State. We organize and conduct multi-disciplinary roundtable discussions, workshops, and symposia to assess risks, identify technological opportunities, and define critical research gaps. For more information about WSAS, please visit: [www.washacad.org](http://www.washacad.org/)

**Primary Duties of the Position**

The Event Coordination Intern will provide administrative and programmatic support for the planning and production of WSAS’s Annual Meeting and Symposium. Duties may include:

* Coordinating with venue, catering, contracted consultants, and other entities
* Attend and contribute to planning meetings
* Prepare invitations, accept RSVPs, payments, and field questions from invitees and members
* Research and determine organizations and invitees of interest to the organization
* Promote and market the Symposium online and in print
* Provide other logistical support for the meeting

*Interns must be available to work in Seattle on Thursday, September 13, 2018.*

**Personal and Professional Development**

Interns will have several opportunities to set goals, evaluate their progress, and shape their own experience within the organization. Interns can expect to gain experience in non-profit management, fundraising and development, event planning and logistics, project management, and communications/marketing. Interns will:

* Actively manage several tasks simultaneously toward the completion of the project
* Improve their research and communication skills
* Develop an understanding of small-scale non-profit management
* Take part in producing a large-scale, multi-function event

**Requirements**

Successful applications must:

* Be fluent in English; with strong written and oral communications skills as well as strong reading and writing skills
* Legally be able to work in the United States without visa sponsorship
* Maintain a high degree of professionalism; be respectful, responsible, and honest
* Have experience and enthusiasm for effectively working as part of a team
* Be able to multitask, managing time effectively, with and without deadlines
* Have an interest in the work that WSAS does
* Able and willing to learn and be self-motivated
* Be comfortable using the following: Microsoft Office Suite and Adobe Acrobat, and willing to learn new systems including: Membership management systems, University request systems, and others.

**Recommended Experience/Skills**

Preference will be given to candidates with the following experience/skills:

* Interest or experience in non-profit management
* Substantive experience or coursework in science policy topics
* Basic understanding of institutional and political context of science policy in Washington State
* Demonstrated experience with skills required for internship position including: research, graphic design, marketing, and event planning
* Be enrolled in a Bachelor’s degree-granting program, Graduate degree-granting program, or have completed a Bachelor’s or Graduate degree
* Critical and analytical thinking skills
* Experience in advanced academic settings
* Advanced technology competencies (e.g. document formatting, website management, database management, graphic design, and social media)

**Internship Details**

**Dates:** May – end of September 2018, *start date is flexible*

**Hours:** 19 hrs per week or less, *specific hours to be determined with successful candidate*

**Compensation:** $16/hr, *no course credit offered*

**How to Apply**

The internship application consists of three components:

1. **Cover Letter** – Please prepare a one-page cover letter describing the personal, professional, and academic experiences that make you a good fit for this position and explain what you hope to gain from this opportunity.
2. **Resume** – Two pages or fewer detailing relevant education, training, experience, and accomplishments
3. **References** – Three references to include: Title, Affiliation, Phone Number, and Email. References may be professors, current or former employers, and other non-relatives who can speak to your professional qualifications for this position. No personal references please.

Please direct any questions about the application process or internship program to Devon Emily Thorsell – [devon.thorsell@washacad.org](mailto:devon.thorsell@washacad.org)

**Completed applications are due by 11:59 PM (Pacific time) on Monday, April 30, 2018. Please submit your application materials to** [**wsas.programs@washacad.org**](mailto:wsas.programs@washacad.org) **using the subject line: 2018 Event Coordinator Internship. All attachments should bear the applicant’s first and last name.**

WSAS and its fiscal agent (WSU) conducts pre-employment screening on specified positions, which may include but is not limited to, a criminal background check, verification of academic credentials, licenses, certifications, and/or verification of work history. WSU utilizes an online system which will require a valid email address at the time of at the time of application.

**Equal Opportunity Employment**

WSAS/WSU welcomes applicants from all backgrounds and does not discriminate based on race, sex, sexual orientation, gender identity/expression, religion, age, color, creed, national or ethnic origin, physical, mental or sensory disability, marital status, genetic information, and/or status as a veteran. WSU is an EEO/AA educator and employer.