



Association Management Executives, Inc.

Marketing/Public Relations

- Assist with marketing research, analysis, production, and various marketing projects as needed
- Aid in the creative process to increase membership and event attendance
- Assist in direct mail and electronic mail campaigns
- Produce promotional meeting materials
- Prepare press releases for website content
- Perform outreach and follow-up to potential meeting attendees and exhibitors
- Maintain contact with vendors, speakers, and attendees to meet client expectations
- Utilize various social media platforms to gain awareness of events within the community

Event Planning

- Prepare timelines in order to plan for events
- Research & assist in booking events at locations for upcoming meetings
- Coordinate accommodations and travel logistics with speakers
- Attend and travel to meetings and/or conferences as needed
- Collaborate with internal team to plan and execute all aspects of events but not limited to: entertainment, venue set-up, party planning, BEO's, A/V
- Process invitations, registrations, and evaluations

Administrative

- Answer phone and questions in a timely manner
- Aid in office reorganization and filing
- Complete projects in Word, Excel, ACT!, QuickBooks, PowerPoint, FrontPage, Outlook, and Internet

This internship is for the summer semester. We are flexible on the amount of hours/week. However, priority consideration will be given to candidates who can work 15-20 hours/week.

INTERNSHIP IS UNPAID

To apply, please submit a resume to Amber Johnson at Amber@TheAssociationCompany.com with the name of the position in the subject line.

About AME, Inc.

Association Management Executives, Inc. is a full-service association management company specializing in the management of professional medical associations. For more information, please visit our website.