



## Association Management Executives, Inc.

### Marketing

- Assist with marketing research, analysis, production, and various marketing projects as needed
- Assist in direct mailing campaigns and electronic mail campaigns
- Work with internal staff to design and produce promotional marketing materials

### Event Coordination

- Research & assist in booking events at locations for upcoming meetings
- Help with meeting planning (Entertainment, Party Planning, etc)
- Periodically travel to attend meetings and/or conferences

### Finance

- Assist with E-Commerce/Credit card processing
- Maintain and track payments via CRM database
- Issue invoices/receipts to allocate outstanding funds
- Help with financial reconciliation

### Administrative

- Answering phone and questions in a timely manner
- Aid in office reorganization and filing
- Utilize the following programs: Word, Excel, ACT!, QuickBooks, PowerPoint, FrontPage, Outlook, and Internet

Internship is available immediately for the Spring and/or Summer. We are flexible on the amount of hours/week. However, priority consideration will be given to candidates who can work both during the Spring and Summer, 15-20 hours/week.

**INTERNSHIP IS UNPAID**

To apply, please submit a resume to Amber Johnson at [Amber@TheAssociationCompany.com](mailto:Amber@TheAssociationCompany.com) with the name of the position in the subject line.

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### **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.