



Association of
**Diabetes Care & Education
Specialists**

Position Title: Meeting Services Intern

Job Type:

Summer Internship

Department: Meeting Services

Job Duration:

May – September 2022

Reports to: Director of Meeting Services

FLSA Status:

Non-Exempt

BASIC FUNCTION

The Meeting Services Intern will provide support for the Meeting Services Department including administrative support for the Annual Conference (ADCES22) held in Baltimore, MD on August 12 - 15, 2022. The individual must have strong organization and communications skills, including computer proficiency in Microsoft Office Suite, Adobe Acrobat Professional and basic knowledge of HTML. The ability to thrive in a fast-paced environment with strong attention to details is essential.

RESPONSIBILITIES

- Work with experienced meeting planners to produce a flawless Annual Conference
- Assist with managing education and poster sessions (updating and tracking speaker and session information, evaluations, reporting).
- Assist with registration activities (for attendees, exhibitors, and VIP's; managing weekly reports; updating forms).
- Assist in managing conference website (updating site content and forms), mobile app and virtual platform.
- Monitor and update production schedules.
- Responds to e-mails from the general department inbox.
- Provide meeting support to the Director of Meeting Services as needed.

QUALIFICATIONS

- Junior/Senior level student studying Meeting/Event Planning or Hospitality/Tourism Management
- Prior work experience with customer service focus
- Meeting/Event planning courses or relevant training
- Ability to work well both independently and as a member of a Team.
- Ability to thrive in a fast-paced environment with strong attention to details is essential.
- Computer proficiency: Microsoft Office Suite, Adobe Acrobat Professional and knowledge of basic HTML.

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong organizational skills, ability to see projects through from start through completion
- Proven written and verbal communications skills
- Customer service oriented, excellent interpersonal skills
- Ability to work well both independently, and as a member of a Team

ADDITIONAL

- Duration of Internship: May through September
- Hours: 37.5 hours per week – extended hours plus non-traditional hours as required
- Overnight travel to Baltimore, MD: Sunday, August 7th through Tuesday, August 16th.

PHYSICAL DEMANDS

Nature of work requires an ability to operate standard business office equipment. Requires ability to communicate and exchange information, collect, compile and prepare work documents, set-up and maintain work files.

WORKING CONDITIONS

Majority of work performed in a general office environment. Position requires availability for extended hours plus non-traditional hours as required to perform job duties. May be asked to participate in overnight, out of state travel with the Meetings Department to attend and assist on site at ADCES's Annual Conference – ADCES22, in Baltimore, MD. Potential travel dates include Sunday, August 7th through Tuesday, August 16th or shorter.

Interested candidates should submit their resume to Human Resources at HR@adces.org