



National Business Aviation Association

Job Description

Job Title: Intern - Summer 2012
Division: Membership Marketing
Reports To: VP, Membership Marketing
FLSA Status: Non-Exempt
Prepared Date: 2/1/2012
Location: Washington, DC
Status: Temporary Full Time

SUMMARY

The NBAA intern position provides an undergraduate college student exposure to various aspects of working in a trade association. The intern completes projects for various NBAA divisions (including Membership Marketing, Conventions/Seminars/Forums, Government Affairs, Administration, and Communications) and performs administrative tasks related to division projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To succeed in this internship, an individual must be able to perform each essential duty satisfactorily. Specific duties and responsibilities include but are not limited to:

- Participates in Customer Service Council.
- Provides administrative support to the Membership Marketing Division
- Prepares shipments for events, re-stocks items when the return shipment comes in, and maintains inventory counts of promotional items on an ongoing basis.
- Assembles prospect kits and promotional bags for events.
- Scans business card leads from events.
- Assists in placing ads for Membership Marketing Division.
- Manages individual Member plaque and certificate requests.
- Notifies all winners from May is Membership month promotion and assembles/sends out all prize packages.
- Assists with weekly NBAA *Update* and monthly *Exhibitor Update* placement of Membership blurbs.
- Sends out monthly reminders for Membership Facebook and Twitter placement.
- Creates and maintains sample library for Membership Marketing acquisition, retention and engagement pieces.
- Works on special projects for various divisions of NBAA.
- Contributes to the Business Aviation Fact Book, weekly web articles and write-ups for Annual Convention for the Communications Division.
- Covers hearings as needed for the Government Affairs Division.
- Provides administrative support for the Conventions, Seminars and Forums Division.
- Mails Flying Safety Award Certificates and pins to the recipients.
- Provides administrative support to the Accounting Department including scanning printed documents for archival and audit purposes.
- Follows all company policies.
- Performs other duties as assigned.
- Travel – None
- Budgetary Responsibility: None.
- Supervision Received: The intern will be provided with detailed instructions for each project that is assigned. Once a project is assigned, minimal direct supervision will be provided and the intern is expected to work independently in achieving the project goals. All of the intern's work product will be closely reviewed by the supervisor.

- Decision Making – Scope of Authority: Works closely within clearly defined procedures.
- Contacts: Interacts daily with staff members of all levels of the organization. Interacts with NBAA Members and selected vendors and contractors.

NON ESSENTIAL DUTIES AND RESPONSIBILITIES

- Files documents.
- Makes photocopies of documents.

SUPERVISORY RESPONSIBILITIES

- None.

REQUIRED QUALIFICATIONS

Specific requirements include but are not limited to:

SKILLS, KNOWLEDGE & ABILITIES

- Effective oral and written communication skills, including the ability to interact well with co-workers.
- Excellent interpersonal skills and demonstrated ability to work in a team as well as independently.
- Strong writing skills.
- Strong customer service skills.
- Strong attention to detail.
- Good decision making and problem solving skills.
- Solid mastery of Microsoft Office Suite, including Word, Excel, PowerPoint, Outlook
- Familiar with a variety of office machines and equipment such as a calculator, Fax and copier machine.
- Excellent organizational skills.

EDUCATION

- Currently enrolled in four- year accredited bachelor's degree program.

EXPERIENCE

- Experience with organizing projects effectively and successfully managing multiple projects and deadlines simultaneously.

DESIRED QUALIFICATIONS

- Business aviation experience (through an internship or temporary employment) in a flight department or charter operation.
- Ability to utilize (e.g., search, enter data, create and obtain reports) iMIS Database.

PHYSICAL AND MENTAL REQUIREMENTS

The physical and mental requirements described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.

PHYSICAL REQUIREMENTS

- Reaching, lifting, fingering, talking, hearing and repetitive motion.
- Sedentary work – Exerting up to 10 pounds of force occasionally, sits most of the time.
- Close visual acuity to perform activities at distances close to the eye.

MENTAL REQUIREMENTS

- Comparing, copying, computing, compiling, analyzing, coordinating, and synthesizing.
- Must be able to handle periods of moderate stress.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Typical office or administrative environment: the worker is not substantially exposed to adverse environmental conditions.
- The noise level in the work environment is usually moderate.