



## **Events Internship**

**Application Deadline: August 15, 2019**

**Start Date:** September 2019

**End Date:** February 2020, with possible extension into Spring 2020

**Basic Function of the Position:** This position provides hands-on experience regarding the planning, logistics and events for the Foundation for Physical Therapy Research related to APTA's CSM conference in Denver and the National Student Conclave in Albuquerque, NM.

### **Duties and Responsibilities**

- Assist with FPTR conference planning and event logistics including catering, registration for events and meetings at two conferences (Oct/Feb)
- Works with Association Meeting Services staff on event and meeting details, ensuring orders are within budget
- Maintains registration lists and reports for events.
- Creates schedule for FPTR Board presentations, reaching out to schedule meeting times with contacts
- Maintains a running project list for weekly meetings.
- Assemble event shipments, organize inventory, and pack materials.
- Opportunity to Travel to Denver in February to assist with Foundation events at CSM
- Assists Director in creating budgets for 2020 events
- Coordinates onsite booth set-up according to communication teams plan and works effectively with staff and volunteers.
- Assists Sr. Specialist with data clean-up as assigned.
- Opens mail and directs to appropriate staff. Prepares check and credit card logs.
- Other duties as assigned.

### **Work Experience:**

- Customer service experience preferred.
- Experience working in a team-oriented environment.
- Work and/or internship experience in an office environment preferred.
- Experience in meetings/conventions/special events a plus.

## **Education and Knowledge/Skills/Abilities:**

- Preference will be given to students that have matriculated in a baccalaureate or post-baccalaureate program and plan to be enrolled in a physical therapist or physical therapist assistant program.
- All applicants must be eligible to work in the U.S.
- Time management, organization and task prioritization, and ability to meet deadlines are required
  
- Applicants must have strong verbal and written communication skills, proficient in Microsoft Office (mail merges in Word and spreadsheet management in Excel), excellent organizational skills, be able to work independently. The ability to work collaboratively in a fast-paced team environment is highly critical for this internship.

## **Additional Information**

- Available to travel to CSM in Denver from February 12-15, 2020
- Current hourly rate for interns as designated by APTA's Human Resources Department. Temporary employment opportunity averaging 20 hours per week
- Students looking for college credit for their internship must contact their respective college program for details. We are happy to work with your university to ensure you receive full credit for you time and work.
- Interns are expected to provide their own housing, transportation and expense.
- Parking at APTA is subject to availability and street parking is limited, public transportation is best.
- The Foundation's office is located in the headquarters of the American Physical Therapy Association (APTA) in Alexandria, VA.

Please send resume and cover letter with salary requirements to: [jobs@apta.org](mailto:jobs@apta.org).