**Internship**

**Roles and Responsibilities:**

* Assist in projects of the SMG in sales, marketing and social media
* Provide administrative and logistical support for meetings
* Follow up with organizations to recruit expert speakers
* Video Editing
* Other duties as assigned

**Qualifications:**

* Good written and oral communication skills
* Ability to work independently and to multi-task
* Ability to work with Facebook, Twitter, and other social media outlets
* Available to work a minimum of 10 hours per week
* Work some weekends and evenings
* Must have own transportation, access to a laptop and cell phone