

## **Marketing Intern for Trade Association**

The Professional Services Council (PSC) is the voice of the government technology and professional services industry, representing the full range and diversity of the government services sector. As a trusted industry leader on legislative and regulatory issues related to government acquisition, business and technology, PSC helps build consensus between government and industry. Our nearly 400 member companies represent small, medium, and large businesses that provide federal agencies with services of all kinds, including information technology, engineering, logistics, facilities management, operations and maintenance, consulting, international development, scientific, social, environmental services, and more. Together, the trade association's members employ hundreds of thousands of Americans in all 50 states.

The Professional Services Council (PSC) is seeking an intern to perform a variety of tasks in areas including compiling relevant news stories in Meltwater for PSC Daily email, website page updates, marketing research and database management. Individual should have an interest in association management and/or pursuing degrees with concentrations in business or marketing/communications. Internship will begin in the summer 2017.

PSC interns are closely involved with every aspect of PSC's work and receive not only a valuable learning experience but also have the opportunity to engage with the PSC staff on substantive issues. Interns will help gather data in support of PSC's government and industry research activities. Interns will be responsible for preparing information for congressional briefings, writing articles for PSC's newsletters and websites, and enjoying a variety of other tasks. Strong communications and research skills and the ability to be succinct and clear in summarizing complex information are crucial.

Interns also have numerous opportunities to learn about the government services industry by attending meetings with PSC leadership, industry executives, and government officials. In doing so, they will gain a better understanding of the government services industry, how advocacy organizations play an instrumental role in government, and how public policy is formed.

Limited general office duties such as answering the telephone, copying, collating briefing materials, and preparing and completing association mailings are also required.

PSC standard office hours are: M-F 8:30 a.m. to 5:30 p.m. Intern hours are flexible to accommodate class schedule. Please send resume AND one paragraph on your professional goals and why this internship is of interest to you.

Pay Status: Paid/\$10 per hour

To apply, send us a cover letter and resume.

### Contact Information:

Melissa Phillips, VP, Events & Operations

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