

## Marketing and Membership Intern

### Introduction

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 more than 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.

### Learning Objectives

PSC is looking for an intern to engage with our marketing and membership services department and under the direct and close supervision of PSC's Director of Membership.

Among the learning areas covered by this internship are:

- Social media posts and scheduling
- Website updates and formatting
- Event marketing support; including prospect marketing initiatives, email communications and on-site support Assisting digital membership marketing campaigns and communications;
- Business Development and Relationship Management

### Duties:

- **Work with the Membership and Marketing team to identify key influencers in prospect companies and target for outreach**
- **Leverage tools such as google, BGov, LinkedIn, etc. in member and prospect research**
- **Setting meetings**
- **Supporting Membership Associate in customer service activities**
- **Supporting Digital Marketing Associate in email, social media and website updates**

### Qualifications:

PSC is seeking an intern who will learn and apply new skills in business development, customer service, and marketing in the scope of association management. Must be currently enrolled in a 4-year undergraduate degree program pursuing a degree with concentrations in business or marketing/communications. The ideal candidate is:

- Enthusiastic
- Inquisitive
- Thorough
- Responsible
- Proficient with Microsoft Office products
- Able to interact and communicate successfully and diplomatically with a wide range of people
- Extraordinarily well-organized, proactive, efficient, and communicative



- Detail oriented

PSC standard office hours are: M-F 8:30 a.m. to 5:30 p.m. Intern hours are flexible to accommodate class schedule.

Pay Status: Paid/\$10 per hour

To apply, send us a cover letter, resume, and any classwork that may highlight your skills in these areas.

Contact Information:

Melissa Phillips, VP, Events & Operations

Email: [phillips@pscouncil.org](mailto:phillips@pscouncil.org)