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## American Society of Human Genetics: Summer Internship

### About ASHG

The American Society of Human Genetics (ASHG), founded in 1948, is the primary professional membership organization for human genetics specialists worldwide. The Society's nearly 8,000 members include researchers, academicians, clinicians, laboratory practice professionals, genetic counselors, nurses and others who have a special interest in the field of human genetics. Our members work in a wide range of settings, including universities, hospitals, institutes, and medical and research laboratories. Our staff of about 20 works to support the needs of our members and the human genetics field in the areas of policy, education, governance, and meeting design.

### Summary

This is a paid, full time (37.5 hr/week) position. As an intern, you'll actively participate in the planning and communication related to preparing for the ASHG Annual Meeting in October. You will play a primary role in preparations for the annual meeting and membership, while also gaining exposure to Education, Policy, and Communication functions. Please find a general overview of tasks and responsibilities below. Actual assignments depend on the candidate and our needs at the time of the internship.

### Essential Duties and Tasks

- Perform various administrative duties including but not limited to: Preparation of, proofing and editing correspondence related to the meeting; coordinating mailings; responding to routine questions and requests for information, assist exhibits manager on logistics and communication.
- Support member services and assistance with responses to membership and registration questions.
- Assist in collection and creation of on-site meeting materials for the meeting and membership, and development of ASHG's "ASHG Central" booth with a focus on membership.
- Prepare staff materials and emails for the meeting, including pre-convention packets, travel coordination, and other administrative tasks
- Assist registrar with all general registration processes as needed
- Help coordinate packing and shipping of conference materials
- Participates in department meetings with coworkers
- Collaborates with team members to achieve learning goals

### Skills Required

- Proficient in Microsoft Office Suite
- High degree of professionalism.
- Strong organizing skills.
- Ability to prioritize and handle a variety of projects simultaneously.
- Ability to work effectively both individually and in a team.
- Knowledge of meetings and event industry helpful.

### Internship Components

**Compensation:** Paid

**Location:** ASHG Administrative Office, Bethesda, MD

**Working hours:** full time (37.5 hours/week); 7.5 hours Monday-Friday with a half hour unpaid lunch break

**Start Date:** May 21

**End Date:** August 5

Submit Resumes and Cover Letters to Pauline Minhinnett, Senior Director of Meetings by email at [paulinem@ashg.org](mailto:paulinem@ashg.org). Applications will be reviewed on a rolling first-come basis. Please include references with your submission.