

AMERICAN SOCIETY FOR NUTRITION

Position Description

Position Title	Reports to (Position)	Department	Date
Education/Communications Intern	VP, Education & Development	Education & Development	04/01/18

PRIMARY FUNCTION

Provide assistance to education, awards and development projects of the American Society for Nutrition (ASN). The internship will be no more than 12 weeks and the work week will be no more than 32 hours per week. Travel to Boston, MA June 9-12th for Nutrition 2018 is required.

MAJOR DUTIES AND RESPONSIBILITIES

- Coordinate communication activities to support ASN’s annual awards programs
 - Draft a template press release for awards being honored at Nutrition 2018
 - Based on template, develop individual press releases for all senior/mid-career/young investigator award winners; ASN Fellows, student completion finalists
 - Draft social media posts for award winners
 - Work with award winners to finalize press releases
 - Distribute press releases and social media posts to the communications departments of award winners’ universities/institutions
 - Coordinate promotion of award winners in Nutrition Notes Daily, the Society’s conference newspaper
 - Coordinate production of ASN Fellows Luncheon Brochure and other conference materials

- Assist with planning Nutrition 2018, the Society’s new annual meeting; tasks include:
 - Design/send e-invitations to select events
 - Assist with production of awards videos and supporting PowerPoints
 - Proof final program pocket guide
 - Test mobile app

- Assist with the onsite implementation of Nutrition 2018; onsite tasks include:
 - Work with Education Manager to help run poster sessions and student competitions
 - Staff Poster Theater
 - Ensure poster sessions start and end on time (run timer for presentations)
 - Help presenters load their presentations
 - Assist with updates and “push messages” on online schedule/meeting app
 - Assist with production of onsite video interviews with speakers and other VIPs for posting on ASN’s YouTube Channel
 - As needed, help with activities of Nutrition 2018 press room
 - Assist with post-meeting thank you notes, evaluation summaries and other tasks

- Assist with other internal and/or external communications.

- Act professionally and independently; execute projects in a timely, efficient and high-quality manner.

Positions may be reassigned and responsibilities may be modified or changed at any time to fulfill organizational requirements.

REPORTING RELATIONSHIPS

Supervision Received: <input type="checkbox"/> General Guidance × Direct Supervision <input type="checkbox"/> Managerial Direction <input type="checkbox"/> Immediate Supervision	Position Titles of Direct Reports _____ No. Supervised by <u> 0 </u>	No. in Position _____ Direct _____
--	---	---------------------------------------

PRINCIPAL WORKING RELATIONSHIPS

Internal: <u>Position</u> VP, Education & Development Senior Director, Corporate Relations Manager, Education	<u>Department</u> Education & Development Department Education & Development Department Education & Development Department
External: <u>Position</u> N/A	<u>Organization</u>

MINIMUM QUALIFICATIONS

Education Level

Bachelor's Degree, in process or completed

Subject/Major

Communications, science, public health or related field

Experience

Strong communications skills, including ability to create and edit written materials.

Compensation

Hourly wage

Status

Non-exempt

Skills

Grammar
Written and Verbal Communication
Organizational
Interpersonal
Attention to Detail
Multi-tasking
MS Office Suite
Ability to Meet Deadlines
Adobe Photoshop

Level

Excellent
Excellent
Excellent
Proficient
Excellent
Excellent
Proficient
Proficient
Novice

COMPLETED BY: Name _____ Position _____ Date _____

APPROVED BY: Name _____ Position _____ Date _____