



Are you a skilled writer and editor with a passion for turning leaden prose into error free and engaging copy? Do you have an eye for detail? Gain professional experience using your writing, editing, and marketing skills with the Genetics Society of America (GSA)!

The Genetics Society of America (GSA) seeks an intern to support the Communications Department by writing and editing content, maintaining and updating the GSA blog and contributing to marketing efforts.

This paid internship is for 15 hours a week for 18 weeks and includes telecommuting with the possibility of occasional meetings on-site in Pittsburgh, PA (East Liberty). Hours fluctuate based on numbers of incoming submissions, but work requires daily checks on queues. Your application should include a resume and a cover letter.

**Position:** Communications Intern

**Department:** Communications

**Reports to:** Communications Assistant

**Location:** Pittsburgh, Pennsylvania

**Status:** Non-exempt, Part time (approximately 15 hours per week)

**Date:** September, 2019 – December, 2019

### **Major Duties and Responsibilities:**

#### Writing and Editing:

- Copyediting content to ensure that it is clear, free from typos, and in accordance with the GSA Style Guide
- Writing and coordinating social media marketing content using Buffer

#### Production Support

- Formatting blog content in WordPress
- Reliably sourcing photos and graphics
- Maintaining the GSA blog newsletter
- Editing and formatting documents in Microsoft Word and PowerPoint

#### General Support

- Strategizing with the Communications team on marketing campaigns and initiatives
- Providing general support to staff in implementing communication and marketing strategies

## **Skills and Qualifications required:**

- Undergraduate student majoring in English, Communications, Writing, Marketing, or similar  
This internship is designed for upperclassmen, but freshmen and sophomores with strong writing and editing skills may also apply.
- Strong writing, editing, grammar, and spelling skills
- Commitment to creating high-quality content
- Ability to prioritize tasks and meet deadlines
- Strong organizational and time-management skills
- Familiarity with the Microsoft Office Suite, namely Word, Excel, and PowerPoint
- Familiarity with social media platforms, namely Twitter, Facebook, LinkedIn, and Instagram
- Ability to learn new software and online tools
- Reliable and comfortable working both independently and collaboratively
- Experience working in a CMS is a bonus, but not required
- Interest in science is a bonus, but not required
- Interest in the non-profit sector is a bonus, but not required

To apply, please visit: <https://www.faseb.org/employment>

Applications should include a cover letter, writing sample, and resume.

To learn more about GSA, please visit:

[www.genetics-gsa.org/](http://www.genetics-gsa.org/)

GSA is an Equal Opportunity Employer.