



## **Contract Description**

Position Title: ABI Internship  
Position Dates: flexible; May 16 –  
August 12, 2016

### **Opportunity**

This internship position at the Iowa Association of Business and Industry ([ABI](#)) will play an integral role within a professional association team providing support in public relations, communications, marketing, volunteer/member development and program coordination within all areas of the organization. ABI serves member businesses across the state of Iowa with offices located in the East Village in downtown Des Moines.

### **Skills Needed**

The successful candidate will be a personable, self-motivated individual with a team attitude and eagerness to learn new things. Skills needed include the ability to use the Microsoft Office products Word, PowerPoint and Excel. Attention to detail, strong writing, analytical and communication skills are all critical for the individual to thrive in this role. The best part of this position will be the opportunity to work with many ABI member businesses. No day will be the same.

The internship will include work in the following areas:

Public Relations/Marketing/Communications: Assist with communications, social media, content development, membership and alumni outreach for all areas of the organization, including membership, public policy and foundation.

Event planning and support: Provide support ahead of and during important association events, including the [annual ABI conference](#), [Business Horizons](#) and [Leadership Iowa University](#). This includes an opportunity for travel around the state.

Administrative and technical support: Assist with research and other strategic initiatives to advance communications with members and Foundation program alumni, as well as providing overall support.

### **Work Schedule and Compensation**

**Flexible.** Most weeks will include typical office hours, with fewer hours during holiday weeks and more hours required during program weeks. However, ABI is willing to work with the right applicant on a schedule conducive to an excellent internship experience. This is a contract position. The total contract compensation will be determined upon the amount of time worked in completing the tasks assigned.

### **Parking**

Parking is free in the ABI lot.

### **To Apply**

Send a copy of your resume and cover letter to Kathy Anderson at [kanderson@iowaabi.org](mailto:kanderson@iowaabi.org).