



## Internship Guidelines

### Description:

Southern Gerontological Society (SGS) is looking for qualified interns to join our association management team for the 2017 Summer of Fall Semesters.

SGS is a network of the South's most respected gerontology professionals. Southern Gerontological Society (SGS) members are educators, aging network personnel, researchers, health professionals, students, and policy makers. SGS provides the bridge between research and practice, translating and applying knowledge in the field of aging. The selected intern will work to help maintain daily SGS functions such as member communication, membership retention, social media campaigns, and updates to our membership directory. Interns will also be tasked with work related directly to the coordination of SGS's annual meeting program development, communication with program committee chairpersons, and the development of the program schedule and program marketing materials. Interns may also become involved in specific research that would relate to the improvement of communication between SGS members, and enhanced collaboration between and among states in the SGS membership region.

Interns should be prepared to work in a multi-tasking, fast-paced but independent environment, and will finish the internship having gained broad experience in various aspects of gerontology and non-profit management. This is an unpaid internship. Interns may be provided assistance with travel to the annual meeting based on current SGS budget allowances (and time of year in which the internship is completed). Hours of internship are flexible and this internship will be managed through virtual meetings, emails, and phone calls. Travel to the office of SGS is not necessary. This internship opportunity can be modified to suit any number of required intern hours. Interns will work with both the SGS Internship Supervisor and their own internship coordinators to create an internship proposal that includes goals and objectives.

Responsibilities may include, but are not limited to:

- Assist with communication to members of SGS through social media marketing campaigns
- Assist with organization and execution of the SGS Annual Program to be held April 6 to April 9, 2017 in Asheville, North Carolina or other upcoming meetings.
- Assist with the preparation and delivery of conference materials; including call for presentation, pre-conference brochure, conference program, and website promotional content”.
- Assist in the creation of signage, circulars, mock ups, e-mail campaigns, on line promotion, etc.
- Assist in the distribution or delivery of marketing materials
- Enter membership, registration, exhibitor, and sponsorship information into contact management systems
- Offer support in direct communication with the vast multi-state network of Southern Gerontological Society members to promote conference attendance, and membership recruitment and retention
- Provide support to social media efforts
- Research and communicate with potential conference sponsors, exhibitors, and advertisers.
- Work with SGS student representative and representative-elect to coordinate special select student topics sessions to be held at the SGS annual meeting
- Work with SGS student representative and representative-elect to coordinate special select student topics sessions to develop “student resources” website content for the [Southerngerontologicalsociety.org](http://Southerngerontologicalsociety.org) website

**Requirements:**

Southern Gerontological Society is seeking undergraduate or graduate students who are focused, preferably, in gerontological studies. Candidates should possess excellent verbal and written communication skills, with extensive knowledge of Web and social media. Knowledge about PowerPoint, Access, Word and Excel experience is also highly valued. Faculty support of a “remote-site” internship is necessary. Interns will be required to maintain time/work logs and attend weekly meetings with the SGS Internship Supervisor. Please discuss this internship option with your internship supervisor before applying to make certain they are in support of this type of internship placement.

**Majors given preference:**

Concentration in gerontology preferred  
Healthcare or Business Administration; non-profit management  
Sociology  
Marketing

To apply for this internship, please submit a proposal and current resume, along with current contact information to:

Lee Ann S. Ferguson, Association Manager  
Southern Gerontological Society  
PO BOX 160  
Taylorsville, NC 28681  
Fax: (866) 920-4649  
For questions, please call (866) 920-4660  
Proposals/resumes may be sent to us via email at: [admin@southerngerontologicalsociety.org](mailto:admin@southerngerontologicalsociety.org)