

The SIIA Software Division is currently seeking an undergraduate or graduate student to work as a paid internship to support the Software Division. Send resumes to employ@siia.net .

About the SIIA and the Software Division

The Software & Information Industry Association is the principal trade association for the software and digital content industries. SIIA provides global services in government relations, business development, corporate education and intellectual property protection to the leading companies that are setting the pace for the digital age. www.siia.net

The Software Division provides a forum for companies developing the applications, services, infrastructure and tools that are driving the software and services industry forward. Through the division, executives of member companies meet to brainstorm, collaborate, and discuss the industry's latest challenges. The division's many programs offer excellent vehicles for companies to develop partnerships, boost their profile, and gain strategic insight on key issues. www.siia.net/software

Roles and Responsibilities:

- Marketing: Manage the Software division's social media campaigns. Responsible for creating content, scheduling, and monitoring the feeds.
- Newsletter: Develop and manage a monthly newsletter to promote our member's breaking news, thought leadership blogs, job openings, press releases, and events.
- Research and identify prospects: Members, CODiE nominees, NextGen nominees, event speakers, media and industry partners.

Qualifications:

- Excellent communication and organizational skills, Writing skills a plus
- Ability to work on projects independently and as a team player
- Knowledge of Microsoft Office solutions, especially Excel and Word
- Willing to learn social platforms, such as WordPress, HootSuite, and Google Docs

- Working knowledge of HTML and/or video editing a plus but not required