

An ideal position for someone seeking a paid internship to help launch a career in journalism, communications, education, or technology.

The SIIA Education Division is currently seeking an undergraduate student, college graduate, or someone seeking an entry level position to assist in multiple Division projects that include, but are not limited to, some research, short writing projects, and communication work, such as:

- Finding content and producing the Ed Tech Daily
- Developing and laying out various email communications using an email provider.
- Taking notes and writing up minutes for monthly conference calls for the Ed Division Boards, Working Groups and Committees.
- Social media efforts, including but not limited to: Twitter, Facebook, LinkedIn and various online education communities. Knowledge of HootSuite is ideal.
- Supporting a large-scale market research project for education technology companies

Duties and Responsibilities:

- **Publication Work:** Production of the Ed Tech Daily including sourcing relevant industry news articles and drafting promotional language for Division events.
- **Communication Work:** Assist social media initiatives including managing Twitter account and contribution to various online communities. Basic updates to education channel on association's site and conference microsites.
- **Membership Work:** Maintain a spreadsheet used to review member involvement in SIIA. Update member records to show involvement. Locate and edit contact information for companies and individuals for SIIA's membership database. Call downs to SIIA members to gather information or build event registration.
- **Research Work:** Periodically, find ed tech cases studies, success stories, and research and evaluation reports (written and video) for Vision K-20 project.
- **Support Work:** Aid in all efforts concerning division meetings and conferences including note-taking, registration, preparatory meetings, and general support duties

Qualifications/Minimum Requirements:

- Current undergraduate student or recent graduate/with writing experience
- Excellent writing, communication and organizational skills
- Computer literacy and ability to work with customer relationship management databases, spreadsheets and word processing, especially Microsoft Word, Excel, and Google docs.
- Ability to work on projects independently and multitask between various projects
- Working knowledge of HTML/online a plus
- Interest in education policy a plus
- Overall enthusiasm for learning

About SIIA:

SIIA is the principal trade association for the software and digital content industry. The education division supports technology companies serving the K-20 education sector with leadership, industry advocacy, critical market information, and an understanding of how to leverage changes in policy and shifts in the marketplace. Learn more at: <http://siiia.net/education>

ONLY QUALIFIED NEED TO APPLY.

For consideration, send resume and cover letter to employ@siiia.net