

**FIA Marketing & Events Intern
Summer 2022**



Forging Industry Association
1111 Superior Ave.
Suite 615
Cleveland, OH 44114

The Forging Industry Association (FIA) is a trade association based in downtown Cleveland that provides its members with public policy advocacy, industry benchmarking, global networking, and world-class training and education. For over 109 years, FIA has been the primary source of information for the North American forging industry. The Forging Foundation (Forging Industry Educational and Research Foundation/FIERF) is a supporting organization to FIA that provides a framework for forging industry collaborative research, awards undergraduate scholarships, funds technology development, and transfers technology to the forging industry. **Gain experience in the fields of marketing, public relations, event planning, non-profit administration and management.**

For more information about FIA please visit www.forging.org and FIERF please visit www.fierf.org

Primary Duties and Responsibilities:

- Assist in event, trade show and off-site meeting planning and logistics, including room block management, menu selections, location identification, etc.
- Assist in handling procurement, storage and distribution of promotional items.
- Assist in event registration both online registration processing and in-person check-ins
- Help organize and host virtual meetings and webinars via Zoom and Microsoft Teams
- Help coordinate FIA and FIERF social media promotions
- Special assignments and projects as directed by Director of Marketing & Events
- May include occasional evenings/weekends for special events.

Education / Experience Requirements:

Course work or equivalent experience in public relations, communications, marketing, special event execution, stewardship, or non-profit organization preferred.

- Must be enrolled in an accredited College/University (undergraduate or post-graduate program)
- Flexible, energetic, and eager to learn
- Highly self-motivated and ready to self-direct
- Great interpersonal skills
- Highly professional written communication skills
- Highly organized, able to define & prioritize tasks and meet deadlines
- Proficient in MS Office, CRM or AMS data management knowledge is a plus
- Comfortable with both an on-site and virtual work environment
- Must have access to transportation to reach our Downtown Cleveland office

Work Hours: Intern work hours are based upon individual schedules and interns will work and be paid for up to 30 hours per week. If the student is receiving college credit for the internship, the college or university can help define work hours for the student, up to 30 hours per week. During events, additional hours are expected. FIA Staff is flexible in terms of exact work hours; however a loose schedule will be required in advance.

Compensation: FIA interns will be paid an hourly rate of \$20/per hour for their time and services, up to 30 hours per week. Biweekly payment will be provided to interns to cover expenses that may be incurred.

Application: Submit a resume and cover letter to Angela Gibian, Director of Marketing & Events at angela@forging.org.

Questions: Contact Angela Gibian – angela@forging.org or call 216-781-6260.