

Summer 2020 Community & Events Internship

*Do you have a knack for creating great events and building community?
Become a key strategist behind our community-building work.*

We need you from **May to August, 2020**.
You'll be based in the heart of **Washington, D.C.**

Please note that depending on the status of COVID-19 social distancing recommendations, this may be a remote internship

Are you right for the job?

You are

- Infinitely adaptable
- Driven and hungry to succeed
- Able to create your own direction and roll with the punches
- Collected and proactive under pressure
- The perfect balance of thoughtful and action-oriented
- 100% committed to excellence

You can

- Use your keen eye for exceptional event production and facilitation
- Demonstrate strong interpersonal skills and the ability to work across teams
- Work quickly and respond to feedback
- Run with a project or idea before it is fully formulated and iterate on it regularly
- Own your projects and responsibilities
- Value giving and receiving of honest and constructive feedback
- Use project management software

You will

- Develop and implement creative ideas for audience and participant engagement before, during, and after the Summit, along with the Summit manager
- Assist in maintaining the Summit website and ensuring all information is up to date
- Manage attendee and speaker information, registration and pre-Summit communications
- Identify key elements that will take Feedback+ to the next level, including inspiring speakers and presenters to meet our audience's interest
- Help develop and implement a plan for ongoing attendee engagement to begin after the conclusion of the Summit
- Liaise with the Summit site coordinators and assist as needed with logistical Summit preparations, such as managing catering, AV/telecom, collateral production, etc.



- Spearhead a customer relationship management project
- Take on responsibility you never imagined
- Jumpstart your career alongside the best and brightest
- Become a part of the FBL family

Why join the FBL team?

Feedback Labs is a mission-driven organization committed to making real change in the world. Our team is dynamic and growing. We work smart, we work hard, and we have fun.

As an FBL intern, you will work closely with each member of the team, be trusted with great responsibility, push the Labs forward, and be supported to take the next big step in your career. Past interns have helped create [new products](#), transformed our marketing and communication strategies, and written featured [blog articles](#). Joining FBL is a chance to work with a fun and exciting team, shape a new organization, and learn from some of the most creative types in the sector.

Compensation and Perks:

Feedback Labs provides support for intern transportation and housing, however, many of our interns secure funding from their institutions, and we encourage you to find such opportunities. Once offered a position, we are happy to discuss how we can support the process of securing funding from your institution and work with you to apply for academic credit where permitted by hosting institutions.

We are based out of the [OpenGov Hub](#), located in the heart of Washington DC, a short walk from key global institutions. This creative space allows for collaboration and innovation among different groups; it also offers networking opportunities, brown-bag lunches, happy hours and other activities. FBL offers flexibility to accommodate individual schedules and support their efforts to maintain a healthy balance between serving our shared mission and pursuing personal passions. All Feedback Labs staff have unlimited access to the building's well-equipped gym and weekly yoga classes.

Feedback Labs seeks to build a diverse team that reflects and amplifies the diversity of voices that need to be heard within societies from around the world. FBL encourages applications from people of all races, genders, orientations, ethnicities, backgrounds, and identifications.

Candidates must be eligible to work in the United States.

Ready to apply?

Ready to show us who you are? Please fill out the [Feedback Labs Summer 2020 Internships application form](#). Applications are reviewed on a rolling basis and close on March 31st.