



Position:	Summer Intern – Member Services	Incumbent:	Open
Reports to:	Manager, Member Services	Department:	Member Services

About the Pension Boards Summer Internship Program

The Pension Boards Summer Internship Program is a ten-week paid internship that runs from **June 8 through August 14, 2020**. Our exclusive program will engage and select the brightest students from some of the best colleges in New York and beyond to experience and delve into the Pension Boards' core areas of work including Investments, Finance, Member Services, Information Technology, Human Resources, and Communications. This opportunity provides students with:

- A hands-on learning experience working on challenging projects with industry leaders
- Becoming an ambassador for our 105-year-old organization
- Offering insight and ideas that will be incorporated into our future strategic plans
- Professional mentorship and one-on-one development interactions
- Networking and an environment conducive for building relationships with colleagues

Location – *this internship is based out of our NYC Location – 475 Riverside Drive, near Columbia University and Barnard College. The Pension Boards does not offer reimbursements for relocation, housing, or commuting costs.*

Core Responsibilities

- Work with team to develop training materials for members including video's, webinars, newsletters
- Assist with the review of member data and clean up
- Assist Member Services groups with ad hoc projects.
- Work with cross functional teams to solve a business problem from ideation to launch
- Establish and maintain ongoing relationships with colleagues
- Prepare materials for internal presentations, memos and projects
- Perform other related duties as requested

Qualifications & Requirements:

- Pursuing a Bachelor's degree in Business, or related discipline preferred
- Strong written and verbal communication skills
- Ability to think and work independently within a professional setting
- Strong analytical, problem-solving, and critical thinking skills
- Flexibility to work within a multiple disciplinary team and receive dynamic on-the-job training
- Highly organized; ability to manage and prioritize multiple tasks and deadlines simultaneously

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