



# AHLA & AHLA Foundation 2022 Internship Program



## American Hotel & Lodging Association: Who We Are and What We Do.

For more than 100 years, the American Hotel & Lodging Association (AHLA) has been the foremost representative of and advocate for the U.S. lodging industry. We are the only national association that represents all segments of an industry that is among the 10 largest business sectors in America. We advocate for our members so they can do their best at what matters most: serving guests, employees and their communities.

From major global brands to the small inns and bed & breakfasts, AHLA provides a singular voice that brings together the industry's multitude of constituents. Our industry is incredibly diverse and represents everyone from brand CEO's to independent hotel owners, general managers and hotel staff and is an integral contributor to the American economy. Our offices are located in Washington, D.C.

### AHLA Internship Program

AHLA offers paid summer internship opportunities: in government relations, membership services and partnership development, communications/marketing, administration/ops and in the AHLA Foundation (AHLAF). We strive to offer a comprehensive internship program that provides insight into association work and vast exposure to the hotel and lodging industry, including hands-on learning and the opportunity to create a relevant portfolio to present to future employers.

Interns will be based at our headquarters in D.C., where they will participate in initiatives such as policy, advocacy, communications, member engagement or one of our many AHLAF programs. Interns will also participate in training and development opportunities. The program starts in June and finishes in August. In addition to a competitive hourly pay, AHLA offers all interns a transportation stipend of \$75 per month to help absorb commuting costs.

The 2022 Internship program will be "in-person" and located in the Washington DC office. Interns are responsible for their own health insurance, housing and travel expenses to and from Washington, D.C.

## How do I apply?

To be eligible, you must be an undergraduate or graduate student and available for the duration of the internship program. Candidates must be eligible to work in the U.S., have a strong interest in the hospitality industry, and have at least a 3.0 GPA. Interested candidates should submit a letter of interest and a resume by **5:30 pm EDT on April 1, 2022**. Interviews will take place on a rolling basis and **final decisions will be made no later than April 22, 2022**. Application materials should be emailed to [hr@ahla.com](mailto:hr@ahla.com) with the subject “Internship Application – Name of Candidate – Department desired”.

### Government Affairs (Federal & State)

Responsibilities include but are not limited to:

- Research and track legislative, regulatory and political activity.
- Virtually attend congressional hearings, state legislative hearings and/or briefings and create summaries.
- Participate in writing and editing talking points, policy papers, backgrounders, and other publications.
- Schedule, prepare packets for, and attend meetings with public officials.
- Attend and provide support for internal meetings, in terms of gathering and assembling information, coordinate with staff to develop agendas, and ensure proper follow-up and output, including meeting summaries.
- Assist the government affairs coordinator with the AHLA Political Action Committee Hotel PAC and Hotel PAC branding materials.
- Attend meetings and events to include but not limited to: AHLA sponsored events, relevant AHLA committee meetings, PAC events and relevant congressional hearings.
- Co-Design and lead one internal “Lunch & Learn” Seminar outlining knowledge obtained and value added from participation in the AHLA summer internship program.

### Membership Services & Partner Development

Responsibilities include but are not limited to:

- Complete a detailed website audit, reviewing member and nonmember content identifying areas for updates and improvement and collaborating across teams to make updates as needed.
- Assist the partnership and membership team by researching and adding prospect data into the Nimble database.

- Assist the membership team with compiling and adding corporate member data into the Nimble database.
- Assist the events team with upcoming event registration needs.
- Assist in the creation of new content and processes to support member recruitment, onboarding, retention and engagement.
- Support the partnership team as they elevate existing relationships in the newer Allied+ membership category.
- Co-Design and lead one internal “Lunch & Learn” Seminar outlining knowledge obtained and value added from participation in the AHLA summer internship program.

### **Marketing/Communications**

Responsibilities include but are not limited to:

- Support weekly, monthly, and yearly communications campaigns, including email, social media and website posts.
- Assist staff with creating engaging videos, graphics, newsletters, and reports.
- Support outreach initiatives to attract new audiences, including research, writing, and copy editing.
- Research, summarize and edit relevant newspaper and journal articles for use in reports and association newsletters.
- Collaborate with other department interns to monitor current legislation and regulation that may impact the hospitality industry. Collaborate with government affairs intern on public affairs projects.
- Compile reports, prepare agendas and organize background material for committee and/or board meetings for the department.
- Attend and provide support for internal meetings by gathering and assembling information, coordinate with staff to develop agendas, and ensure proper follow-up and output, including meeting summaries.
- Co-Design and lead one internal “Lunch & Learn” Seminar outlining knowledge obtained and value added from participation in the AHLA summer internship program.

### **Administration & Operations**

Responsibilities include but are not limited to:

- Perform administrative duties (e.g maintain files, and organize documents, etc.)
- Assist in preparing information and research materials; create and maintain PowerPoint presentations.

- Assist with meaningful and accurate workplace metrics for the association (analyze data, assess risk, interpret results and recommend appropriate actions, alternatives, and solutions) to drive proactive data-driven business decisions.
- Post and remove advertisements to job boards and social media platforms.
- Prepare and send offer and rejection letters or emails to candidates.
- Assist in the coordination of new hire orientations.
- Assist in the planning of association events.
- Co-Design and lead one internal “Lunch & Learn” Seminar outlining knowledge obtained and value added from participation in the AHLA summer internship program.

### **AHLA Foundation**

The AHLA Foundation (AHLAF), the charitable giving arm of the American Hotel & Lodging Association, is dedicated to helping people build careers, improve their lives and strengthen the lodging industry. We are a dynamic, entrepreneurial organization that is poised for growth and works hand-in-hand with AHLA to advance the industry.

Responsibilities include but are not limited to:

- Assist with day-to-day portfolio management procedures and processes to ensure that the major gift fundraising team has accurate and reliable information.
- Research prospective donors, assist with the production of special mailings and ensure donor interactions are accurately recorded in our donor database.
- Research sample policies and procedures in support of AHLAF’s Diversity, Equity, and Inclusion (DE&I) Initiative.
- Communicate with AHLAF members via phone, e-mail and mail, and assist with special projects as needed.
- Assist the team with mailings to scholarship recipients.
- Draft content for the various social channels.
- Provide support around database updating and regular file maintenance.
- Edit/update AHLAF website.
- Print meeting materials and schedule meetings.
- Provide PR support around upcoming Foundation events.
- Co-Design and lead one internal “Lunch & Learn” Seminar outlining knowledge obtained and value added from participation in the AHLA summer internship program.

**AHLA is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.**