American Association of Airport Executives
Internship Program: Summer 2016

AAAE is offering internships at our Old Town Alexandria, Virginia, headquarters to interested students at two local high schools (T.C. Williams in Alexandria and TransTech STEM Academy at Cardoza Senior High School in Washington, D.C.) and to AAAE Student Chapter members from across the country who are also academic members. These programs will offer valuable, hands-on work experience with the premier professional association in the airport/aviation industry. Successful candidates will work under the guidance of AAAE team members in one of the following departments or programs – Airport Training/ Development, Federal Affairs, Membership/Accreditation, Meetings, Marketing, or Innovation Accelerator.

- Ideal candidates will have a strong academic record, some related work experience and an interest in the aviation industry and/or associations.
- A stipend of $3500 will be offered for work beginning early June through early August 2016 (40 hours per week).
- Interns will be responsible for all personal expenses, including housing, meals and transportation costs to and from the office.
- Applications for up to two programs per applicant must be received by February 29, 2016, and those selected will be notified by April 1, 2016.

The four programs are described below.

**Airport Training and Development:** Background: The Training and Development group at AAAE is responsible for offering on-site training and certifications to airports across the country. The main objective of the internship would be to familiarize the individual with professional certification programs and training services in the airport industry.

**Sample Assignments:**

1. Ensure all Airport Certified Employee (ACE) and Aircraft Rescue and Fire Fighting (ARFF) certification files are entered into AAAE’s online database (AMIS).
2. Create folders and electronic files for all new applicants.
3. Coordinate exams with applicants and accredited airport executives.
4. Update and maintain the website for ACE programs.
5. Manage the development of ACE promotional video(s) to help grow the ACE market.
6. Co-moderate AAAE HQ Training Workshops (ACE Security, Operations, etc.).
7. Optional: Study and test for the ACE program of their choice at the end of the internship.

Federal Affairs: Background: The Federal Affairs Department is dedicated to representing the views of airport executives before Congress and the key agencies of the federal government that deal with aviation security and homeland security, such as the Department of Homeland Security, Transportation Security Administration and U.S. Customs and Border Protection. The team is also dedicated to providing AAAE members with up-to-the-minute, accurate information and communications on security-related policy issues.

Sample Assignments:
1. Support the AAAE Federal Affairs Department in policy communication efforts, such as Alerts (Airport, Regulatory, Transportation Security Policy), Hearing Reports, Committee Call Summaries, etc.
2. Participate in planning of and attending the AAAE/ACI-NA Airport Summer Fly-In, to be held in July 2016 in Washington, DC.
3. Represent AAAE at congressional hearings, industry meetings and on conference calls (with AAAE staff support).
5. Assist in Federal Affairs Department Meeting moderation functions, including participating in planning calls, updating agendas, and understanding budgets.
6. Addition duties as assigned pertaining to airport policy and meeting coordination.

Membership and Accreditation Background: The Membership and Accreditation Department of AAAE is on the front line of communications with members. Interns will learn about the core of AAAE and how membership ties into all of the other services provided by the association. They will have extensive involvement with the member database and gain in-depth knowledge about a highly esteemed professional Accreditation/Certification program. The projects assigned will primarily involve member recruitment, retention, industry research, data mining, and member analysis.

Sample Assignments:
Membership
1. Update/add/delete member information in the AAAE database
2. Research airport participation and associated membership
3. Create, distribute and analyze member surveys
4. Assist manager with member recruitment and retention activities
5. Assist with the association’s member rewards program
6. Assist with soliciting auction items for silent auction event.
7. Assist with the launch of the Young Professionals Program
8. Special projects as assigned
Accreditation
1. Coordinate and analyze program phases and activity
2. Reach out to accreditation and certification candidates and certified/accredited individuals
3. Participate in data capture and analysis of candidates and certified/accredited individuals
4. Coordinate recognition efforts for certified/accredited individuals

Meetings: Background: The AAAE meetings department produces about 90 meetings per year, providing education, training and networking for airports, consultants, aviation associations and other entities in the aviation industry. The intern will participate in various stages of sales and marketing campaigns, and meeting planning.

This intern should be prepared to work in a fast-paced team environment and will finish the internship having gained broad experience in various aspects of meeting planning, meetings marketing and meeting sponsorship and exhibit sales.

Sample Assignments:
1. Work on email list/mail merges for the AAAE conference center, meetings and marketing; sponsorship and exhibitors for annual conference.
2. Analyze meeting attendees and demographics to better target meeting marketing efforts.
3. Assist with the packing/shipping/inventorying for meetings as well as help with annual conference shipment – printing labels, inventory.
4. Work onsite at local meetings, assisting with registration and other duties.
5. Provide on-site support to internal and external clients in the conference center.
6. Assist sales with follow up correspondence with sponsors and exhibitors for annual conference and other meetings.
7. Enter all sales leads for exhibits and sponsorships from the first and second quarters 2016 into database and categorize them by service/product/offering. Work with sales team to determine consistent categories and subcategories.
8. Research new companies in all categories for sales leads of sponsorship and exhibits.

Marketing: Background: The AAAE marketing department handles marketing for all of the association, including meetings and many products and services. The intern will participate in the planning and execution of a variety of marketing projects. This intern should be prepared to work in a fast-paced team environment, and will gain broad experience in marketing analysis and practical application by the end of the term.

Sample Assignments:
1. Perform a competitive analysis for specific AAAE products and services and their competitors.
2. Analyze and develop a plan for reducing and recapturing email unsubscribers and bouncers.
3. Analyze the content and results of a recently completed email campaign and suggest improvements.
4. Research potential exhibit opportunities for AAAE to gain more exposure.

**Innovation Accelerator:** Background: The Airport Innovation Accelerator program in AAAE is responsible for bringing new solutions to our airports more efficiently through events, information sharing, and services. Interns for the Accelerator program will assist in connecting airports with innovative ideas. The goals for the internship are to advance the airport innovation community, and allow the individual to learn about the needs and opportunities in the airport community and ways to fill those gaps.

**Sample Assignments:**
1. Identify innovative solutions that apply to airports through the web and other sources.
3. Update the Accelerator website with news and innovation content.
4. Participate in Airport Market Match services by facilitating direct engagement between airports and innovative companies.
5. Create marketing content that can be shared with the airport innovation community.
Student Internship Application

AAAE is offering local high school students and college undergraduates who are members of AAAE Student Chapters a paid opportunity to work and gain skills in an aviation association environment during the summer of 2016. Jobs may be related to training, government relations/federal affairs, membership, meetings, marketing, and technology innovation (descriptions attached). Applications must be received by February 29, 2016; decisions will be announced by April 1, 2016.

Name: ___________________________ Date: ___________________________

Home Address: _____________________ City, State, Zip Code: __________________________

Home Telephone: ( ) ___________ Cell: ( ) ___________ Email: __________________________

Current Year in School: Check one: Sophomore ( ) Junior ( ) Senior ( )

High School Name: _____________________________

College Name & AAAE Chapter: _____________________________

*Are you an AAAE Academic member? Yes ___ No ___

School Address: _____________________________

Grade Point Average: ___Diploma Type: _________________ Expected Graduation Date: ______

Business or job-related skills: (List computer skills, software, work experience, etc.):

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What are your career aspirations and goals?

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Do you have a preferred area in which you might like to work? Why?

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Please include all of the following in a large envelope: (1) your transcript; (2) your resume; (3) one sealed teacher recommendation, and (4) this application. The envelope should be mailed to: AAAE Human Resources, The Barclay Building, 601 Madison Street, Alexandria, VA 22314.