

Membership Department Intern

- Are you interested in being part of a team that fosters a vibrant and engaged community within a global organization like PATA?
- Do you consider yourself a self-motivated person capable of multitasking, and equally comfortable working both independently and collaboratively with a team?
- Are you interested in working with people from diverse cultural backgrounds and engaging in continuous mutual learning experiences every day?

If these sound like you, then apply today to become PATA's next Membership Intern!

ABOUT THE INTERNSHIP

The PATA Internship Program provides students with the opportunity to learn about PATA and the travel & tourism industry on an international scale.

- **Onsite, PATA HQ Bangkok Office OR Remote, Asia-based**
 - Onsite Internship Applications will be considered a priority
- Full-time | 3-month Long Programme (Subject to extension based on performance)
- Following Bangkok Timezone (GMT+7) | 9 AM - 5:30 PM
- Academic Credit: You may get academic credit from your institution of higher education for the internship. Check with your university to confirm their academic credit policy for internships.

Keep in mind for Onsite Internship applicants:

- Visa: You will be responsible for obtaining and financing the necessary visas.
- Cost: PATA interns are not paid. All costs related to travel, insurance, accommodation, and living expenses must be borne by either the interns or their sponsoring institutions. (PATA provides allowance to support, please consult during your interview)

ABOUT PATA MEMBERSHIP DEPARTMENT

The Membership team is in charge of taking care of and engaging with our Members, as well as growing PATA's community. Every day, we talk with members from all over the world, assisting them to maximise their membership with PATA.

AS A PATA MEMBERSHIP INTERN

You will have the unique opportunity to collaborate with a diverse team comprising individuals from various cultural backgrounds, all sharing a deep passion for the organization's mission and growth. Your role will involve a dynamic mix of independent and collaborative work, allowing you to contribute your skills within a team-oriented environment. This experience will provide an excellent platform for personal and professional growth, fostering the development of your potential through multitasking and self-motivation. At PATA, we believe in empowering our interns to take on responsibilities that encourage both autonomy and teamwork, enabling you to enhance your capabilities and make a meaningful impact.

As a Membership Intern, you'll be tasked with:

- Supporting the team with membership recruitment & retention via email correspondence to members and prospects.
- Learning how to use a Customer Management System and thus keep the membership database up to date when handling new members and terminated members.
- Support the team with administrative tasks such as issuing invoices, receipts, and certificates.
- Support the team by managing PATA Catalog Accounts and assisting members, via email, to gain access to the PATA Research.
- Publishing member news on the PATA website and social media channels.
- Creating Membership marketing materials.
- Contacting members for information.
- You will be required to help the team administratively prepare for the upcoming online events, support during execution and assist in any post-event tasks as required.
- Occasionally, PATA interns will be invited to attend events, seminars, training and meetings with members.
 - In the lead-up to any event, interns are required to help the team in preparation.
 - During the event, interns are required to help the team with the execution of the event.

ABOUT YOU

- Currently enrolled in a Bachelor's Programme; or within two years after graduation from a Bachelor's Programme
- Strong verbal and written English communication skills.
- Familiar with Google Suite tools (Google Sheets, Google Docs, Google Drive, Google Hangouts) and Microsoft Excel.
- Self-motivated and mature person, with a highly collaborative mindset.
- Strong cross-cultural understanding and interest in working in a different culture
- Strong desire to help others.
- Passion for travel and tourism.
- Growth and results-oriented.