



## National Business Aviation Association

### Intern Opportunity:

NBAA (National Business Aviation Association) is looking for a summer intern to work in our Education, Training and Workforce Development Division. This intern position is designed to expose an undergraduate college student who is interested in business aviation to various aspects of the industry and NBAA's professional development opportunities. The intern will engage with staff, members and volunteers to assist with professional development projects including the Safety Manager Certificate, the Business Aircraft Scheduler Certificate, the Sustainable Flight Department Accreditation Program, the Certified Aviation Manager (CAM) program and assist with duties related to the NBAA Learning Management System (LMS). The intern will also perform administrative tasks related to E,T, & WD Division projects. This internship requires a commitment of 35 hours a week for 8 weeks at \$18/hr and can be remote or located at our DC headquarters office.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

To succeed in this internship, an individual must be able to perform each essential duty satisfactorily. Specific duties and responsibilities include but are not limited to the following:

- Provide administrative support to the E, T & WD Division and assist with special projects as needed such as the Student Edition of Business Aviation Insider, Certificate Program administration, scholarship process assistance, and NBAA Committee projects/deliverables
- Assist in moving the Professional Development Program Certificate to Accredible software
- Provide administrative support to the Sustainable Flight Department Accreditation:
  - Review and compile feedback from Pilot Program, Environmental Subcommittee, and first year applicants regarding program process, documentation, educational resources, etc for Year 2 improvements where possible
  - Update Accreditation statuses as applicants undergo audits
  - Assist with customer service to manage program inquiries and identify areas where additional support, information, and program education is needed. Assist with sending program emails that cannot be automated.
  - Monitor documentation submissions (via NBAA Gravity Forms) and assist with initial review of required documentation
- Reviews NBAA Certified Aviation Manager (CAM) Program files to ensure they are in compliance with certain accreditation criteria
- Communicates with members regarding their CAM credit and status
- Provides administrative support to the Division such as reviewing the NBAA website content for accuracy and makes suggestions for potential updates with direction from E,T, and WD Division staff
- Follows and administers all company policies and acts as a role model in adherence to policies
- Supports other divisions with administrative tasks such as monitoring the Ops Service Group etc.
- Supervision Received: The intern will be provided with detailed instructions for each project that is assigned. Once a project is assigned, minimal direct supervision will be provided and the intern is expected to work independently in achieving the project goals. All the intern's work product will be closely reviewed by the supervisor.
- Decision Making – Scope of Authority: Works closely within clearly defined procedures
- Contacts: Interacts daily with all levels of the organization, mostly with specialists, managers, directors and vice presidents to gather information from them. However, there are times when reporting information is also required.

### REQUIRED QUALIFICATIONS

Specific requirements include but are not limited to:

#### SKILLS, KNOWLEDGE AND ABILITIES

- Effective oral and written communication skills, including the ability to interact successfully with coworkers

- Excellent interpersonal skills and demonstrated ability to work in a team as well as independently
- Strong customer service skills
- Strong attention to detail
- Good decision making and problem-solving skills
- Solid mastery of Google Suite
- Ability to utilize (e.g., search, enter data, create and obtain reports) NBAA's membership database, (training is provided)
- Familiarity with a variety of office equipment such as calculators and copier machines
- Excellent organizational skills

**EDUCATION**

- Currently enrolled in or a graduate of an accredited bachelor's degree program

**EXPERIENCE**

- Experience with organizing projects effectively and successfully managing multiple projects and deadlines simultaneously

**PREFERRED QUALIFICATIONS**

- Business aviation experience (through an internship or temporary employment) in a flight department, charter operation, or service center
- Minimum of FAA- private pilot certificate or dispatcher's license
- Aviation major
- Interest in aviation safety and/or aviation sustainability
- Member or leader of a student chapter of a national aviation organization including but not limited to Women in Aviation (WAI), Organization of Black Aerospace Professionals (OBAP), American Association of Airport Executives (AAAE), Alpha Eta Rho (AHP), National Gay Pilots Association (NGPA) and/or University Flight Team or other

Interested applicants should send cover letter and resume to: [hr@nbaa.org](mailto:hr@nbaa.org)