

Virtual Collaboration Tools and Events



Project Title	Virtual Collaboration Tools and Events
Project Summary	Facilitating agency-wide virtual events and teaching employees how to effectively use multi-media platforms; you will be responsible for coaching NASA employees on the logistics of running a virtual event.
Country	United States
Agency	National Aeronautics and Space Administration
DoS Office	N/A
Post	N/A
Section	N/A
Number of Interns	4

Project Description

Interns will check-in with their team leaders, who will assign projects such as: hosting virtual events, the creation and implementation of practices which aim to enhance the workforce, becoming a POC for questions that relate to collaboration tools such as Adobe Connect, and training other NASA employees in virtual collaboration tools. As an Intern, you will be expected to learn the logistics of Adobe Connect, and will be expected to facilitate the tool and others for other offices in the agency. Interns will also be expected to demonstrate time management skills, as most of the work will be completed on their own.

Desired Skills Interests

Skill

Event planning

Online meeting hosting

Problem solving

Video editing

Communication Skills

Google docs

Additional Information

Skills Required: Able to convey messages clearly, friendly and positive attitude (you will join a close team).
Interests: Self-development, working in a virtual setting, becoming a member of a team.

Language Requirements

None