



Job Title: Intern

Contact: career@xra.org

Job Location: Remote

Job Description: The XR Association has an immediate opening for a remote, part-time intern to support staff across the portfolios of work, in an emerging technology field poised to change the world. Spheres of work include policy, marketing and industry relations, operations and awareness, and general support.

Responsibilities:

- Support all activities of the CEO and senior leaders
- Provide research support for all senior leaders and staff
- Participate in internal practice meetings, offering knowledgeable observations and suggestions for efficiencies
- Maintain projects as needed, without requiring a supervisor to intervene on routine matters
- Support meetings and events
- Serve as resource on operational matters including finance and accounting, travel, facilities, catering, etc.
- Demonstrate a strong knowledge of XRA, our membership, and member benefits

Qualifications:

- High school diploma
- Prior work experience preferred
- Advanced Microsoft Office Suite skills
- Digital and systems savvy including an interest in learning new technologies
- Excellent communication and analytical skills
- Willingness to analyze administrative processes and suggest improvements or efficiencies

About the XR Association: The DC-based XR Association represents the headset and technology manufacturers across the broad virtual, augmented and mixed reality technology industry ("XR"), including Google, HTC Vive, Microsoft, Oculus from Facebook, and Sony Interactive Entertainment. Promoting the dynamic global growth of the XR industry, XRA supports responsible development and thoughtful advancement of XR with best practices, dialogue across stakeholders, and research. XRA is a resource for researchers, policymakers, and partners throughout the XR industry.

To Apply: Submit your resume and cover letter to career@xra.org