

The Leadership Center



At The Leadership Center we serve our clients as a premier conference and retreat center by providing quality leadership programs, exceptional customer service and a rewarding experience while fostering partnerships, resources and fiscal responsibility.

Internship Description & Duties

This internship will involve a number of different tasks that work into a variety of areas within The Leadership Center. During this internship, the individual(s) selected, will work with marketing, social media, web development, research and development, and client relations. They will also work within the different departments of The Leadership Center to better gain understanding of how The Leadership Center operates and what it takes to meet our clients' needs. The intern will also assist with other special projects including our summer fundraiser and 5k run.

Specific Tasks:

- Helping to develop a marketing campaign for The Leadership Center. This will include newsletters, brochures, mail campaigns and list developments.
- Capturing client moments both photographically and through survey data collection.
- Maintaining The Leadership Center's social media. Assisting in maintaining a blog focused around leadership and experience as The Leadership Center intern.
- Assisting the Admin/Event Coordinator in prepping for guest arrivals.
- Compiling a slideshow/movie of happenings at The Leadership Center and other events to use as a marketing tool and showcase at trade shows.
- Researching potential new funding partners, clients and programs.
- Grant research and filling out grant applications.
- Assisting the Executive Director with the planning of the NVAF Board Retreat. The intern(s) are responsible for planning and performing a portion of the retreat.
- Assisting at trade shows and marketing events.
- Writing press releases and designing advertisements.
- Spearheading, promoting and helping organize the 2017 summer TLC fundraiser and Spooktacular 5k Dash & Bash.
- Distribute customer newsletter promoting TLC happenings.

Other Tasks:

- Answering phones and greeting clients
- Assisting with contracts and bookings
- Assisting with correspondence between departments
- Assisting in other areas and departments at The Leadership Center when the need arises
- Attending staff and client meetings
- Filing contracts and event paperwork
- And any other duties that may arise or be assigned

The Leadership Center is looking for an energetic and professional intern who can work a flexible schedule with varied responsibilities. This individual must enjoy the service industry. We are seeking an individual who is trustworthy, efficient, socially mature and self-confident, someone who takes direction well, can digest new information quickly and apply it productively, who is consistent and dependable in their work habits, has excellent communication and customer relations skills, enjoys multi-tasking, challenges and creative problem-solving, works comfortably on their own, as well as, in a collaborative atmosphere. They must possess strong computer skills with working knowledge of Microsoft Office Suite, Facebook, etc. This individual must be able to work at least a semester's length of time. The internship may be extended.

We are willing to work with any level college student while it is ideal to have experience with the FFA or 4-H it is not necessary. Majors which would best fit the internship include: Marketing, Public Relations, Office or Administrative Assistant, Business, Agricultural Marketing or Business, Hotel Management, but we are open to others who may be interested in non-profit or service industries. The internship is paid and offers excellent opportunities to gain realistic and practical experience.

Intern(s) must have a valid driver's license and a clean driving record as some responsibilities may require driving or operating Leadership Center vehicles and equipment.

If you are interested in an internship with The Leadership Center, please contact Micheala Olsen, Admin/Event Coordinator at 402-694-3934 or admin@tlcaurora.org.

Resume, references and completed application are required to be considered for the internship.