

The Leadership Center invites you to apply for our

# MARKETING & COMMUNICATIONS INTERNSHIP

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.

## Description

The Leadership Center is seeking a Marketing and Communications intern to join our growing and passionate team to promote The Leadership Center as well as our D4LC camp, Espressions: Coffee and Community and other offerings through both online and physical platforms. You will have an opportunity to market a business that serves over 55,000 clients a year from both in-state, out of state, and even internationally with a diverse set of business offerings and events. The Marketing Intern will lead implementation of all digital and physical marketing communication initiatives including website, email marketing, social media, and advertisement. We are looking for a creative and action-oriented person who believes in “Creating Moments that Matter” and desires to promote this mission to future clients and donors.

## Responsibilities

- Design Facebook and Instagram posts for The Leadership Center and D4LC accounts
- Use Loomly to plan posts on social media platforms
- Strengthen follower and engagement counts on social media platforms
- Design fliers and other materials for TLC events and camps
- Produce promotional videos for various TLC summer camps
- Take pictures and videos at TLC events
- Update TLC website
- Become familiar with TLC service offerings and D4LC programs
- Pitch a summer-long marketing project to TLC staff in a media of your choice
- Attend our Summer Food Service “Lunch Bunch” Program to serve meals and build relationships with area youth
- Write press releases and design ads for TLC & D4LC programs and offerings
- Any other duties assigned

## Benefits

FREE housing  
home-cooked meals  
gym/pool access  
hourly pay  
FUN

**Open to recent high school graduates!**

**We create moments that matter.**

## Qualifications

- Be familiar with Facebook, Instagram, and LinkedIn and their data tracking tools associated with them
- A strong sense of design (graphic design experience highly desirable)
- Experience with Microsoft Office Suite

## Physical Demands

- Lifting heavy boxes, containers of food or linens, and equipment weighing up to 50 lbs.
- Standing for extended periods of time
- Working early and late hours
- Participating in physical activities outside in all types of weather

## Bonus Qualities

- Certified Lifeguard
- First Aid Certified
- CPR Certified
- AED Certified
- Nebraska Pool Operator Certification

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

**If you are interested in an internship with The Leadership Center, please submit (1) a cover letter, (2) resume, (3) supporting questions and (4) employment application to**

**Mail:**

The Leadership Center  
Attn: Maile Ilac Boeder, IOM  
2211 Q Street  
Aurora, NE 68818

**Email:**

executivedirector@tlcaurora.org  
CC: abby@tlcaurora.org



## Want more information?

Visit [www.TLCAurora.org](http://www.TLCAurora.org)  
or call 402 694 3934