

The Leadership Center invites you to apply for our

SUMMER INTERNSHIPS

Internship Opportunities

- **Leadership Facilitation**

- Work with our D4LC education staff to write and deliver original leadership curriculum and create community among campers

- **Marketing & Communication**

- Help manage all advertisements including social media posts, fliers, promotional vides, press releases and a project of your choosing

- **Event Coordination**

- Coordinate fundraisers and other events for TLC and Espressions: Coffee and Community

- **Culinary**

- Learn an array of skills prepping and serving all kinds of meals from intimate gatherings, baked goods for the coffee shop, and catered meals for over 400 guests, and preparing all lunch bunch meals.

- **Lunch Bunch Program Director**

- Plan enrichment activities, help make and deliver lunches, serve as a consistent, familiar friend and role model to lunch bunch attendees, and keep accurate and organized records. See our website for more information about the program



Benefits

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



Want more information?

Visit www.TLCAurora.org

Call 402 694 3934

We create moments that matter.

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MARKETING & COMMUNICATIONS INTERNSHIP

open to recent high school graduates!

Responsibilities

- Create content calendars for Facebook and Instagram posts for The Leadership Center, D4LC, and Espressions: Coffee and Community accounts
- 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
- Pitch a summer-long marketing campaign to TLC staff
- Write press releases and design ads for TLC, D4LC, and Espressions programs and offerings



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The Leadership Center is a conference and retreat center located in Aurora, Nebraska owned and operated by the Nebraska Vocational Agriculture Foundation. The Leadership Center is used extensively by the Nebraska FFA for leadership training including their COLT conferences, but also for weddings and other special events. The Leadership Center owns and facilitates D4LC: Disciplines 4 Leadership Communities curriculum.

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FACILITATOR INTERNSHIP

*Do you like leadership development and working with students?
This is for you!*

Responsibilities

- **Work with educators to develop, design, and facilitate D4LC program sessions**
- **Establish relationships with D4LC attendees based on genuine interest and mutual respect**
- **Nurture a healthy, inclusive, and welcoming environment for attendees and team members**
- **Research data and support documentations for D4LC sessions**
- **Serve SFSP “Lunch Bunch” Program and lead enrichment activities**
- **Write a session for a chosen D4LC program and pitch it to the D4LC team members**



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EVENT COORDINATOR INTERNSHIP

Interested in what it's like operating a non-profit that serves over 55,000 clients a year and hosts our own events? This is for you!

Responsibilities

- Develop a calendar of events at Expressions: Coffee and Community for the months of July, August, and potentially end of June
- Coordinate our annual Polka Party Fundraiser
- Assist in the vision, planning, and fundraising for our annual Harvest Gala
- Create a summary sheet each week for events happening at The Leadership center and gain skills directing and leading a team to set up rooms according to contracts
- Identify and secure necessary vendors (caterers, audio-visual, florists, etc.).
- and more!



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LUNCH BUNCH PROGRAM DIRECTOR

Have a passion for kids and creating safe, yet super fun activities for youth? This is for you!

Responsibilities

- Record and report lunch counts
- Maintain precise and organized records
- Plan daily enrichment activities for each of the 3 sites
- Help make and Deliver lunches and interact with Lunch Bunch attendees
- Facilitate the Service-learning workshop during D4LC conferences
- Ensure quality lunches are delivered every day, on time
- Secure sponsorships to continue to sustain the program
- Coordinate and recruit outside volunteers



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CULINARY INTERNSHIP

Interested in what it's like operating a non-profit that serves over 55,000 clients a year, runs a coffee shop, and operates a food truck? This is for you!

Responsibilities

- Assist in the preparation of menu items under the guidance of senior chefs. For small, formal gatherings as well as 400+ person events
- Learn and execute proper culinary techniques, including knife skills, cooking methods, and plating.
- Collaborate with the culinary team in menu planning and development for TLC guests, Summer Food Service Program, and Espressions: Coffee and Community
- Support the chefs in managing kitchen inventory, including ordering and receiving supplies.
- Embrace opportunities for creativity and innovation in culinary endeavors.



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