

The Leadership Center invites you to apply for our

# EVENT COORDINATOR 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 core of everything The Leadership Center does includes creating community through meaningful events whether our role is planning and executing or simply assisting in an area or two. This year we are seeking an individual with a passion for creating meaningful events with an entrepreneurial spirit that is willing to try new things, pay attention to details, delegate effectively, and work within a defined budget. This individual will not only plan current events like our most important fundraisers and learn how to lead a staff to prepare for our guest's events, but also have the freedom to invent and pitch event ideas of their own for both The Leadership Center as well as our coffee shop, Espressions: Coffee and Community.

## Responsibilities

- Develop a calendar of events at Espressions: 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 (bands, audio-visual, florists, etc.).
- Communicate visions and details effectively with the Marketing teams to appropriately market the event
- Plan a staff fun day with activities, dress code, and menu
- Read "The Art of Gathering" by Priya Parker and apply her principles to TLC events

## Benefits

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

**Open to recent high school graduates!**

**We create moments that matter.**

## Qualifications

- Ability to exhibit a positive attitude towards guests, even after late nights/early mornings
- Ability to be punctual and organized while communicating directions and working with others
- Exhibit ability to build rapport quickly
- Strong problem solving skills and discernment
- Strong attention to detail

## 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

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 through mail or email including (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

## Bonus Qualities

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



## Want more information?

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