



Job Description

Educational Programs Intern - UNPAID

Updated August 13, 2008

The Educational Programs Intern works closely with the Vice President of Educational Programs, the Experience Austin Program Manager and the Educational Programs Coordinators with the goal of furthering the mission of Leadership Austin to prepare community leaders for civic leadership roles. The Intern will work in collaboration with other Leadership Austin staff and programs, volunteers, community leaders, and others.

Job Description and Responsibilities:

The Intern will assist the Vice President of Educational Programs, the Experience Austin Program Manager and the Educational Programs Coordinators with responsibilities related to Leadership Austin's success in the areas of educational programs. The Intern will provide general administrative assistance and logistical support with the planning, preparation and execution of Leadership Austin's educational programs including, but not limited to: the Essential Class, Experience Austin, Engage and Emerge. Duties include but are not limited to:

- Planning, execution and preparation of documentation and presentation materials for programs and events.
- Assisting with various educational programs, volunteer events, and projects.
- Attending and supporting the set-up and break-down of educational program events.
- Coordinating sponsors, speakers, site, and program logistics.
- Coordinating the collection, copying, and distribution of all printed materials for educational programs and events.
- Best practices research.
- Performing other duties as assigned.

The Intern must:

- Anticipate and coordinate execution of actions to complete work program on a timely basis.
- Problem solve, within existing policies and procedures.
- Provide strong attention to detail and have the ability to multi-task.
- With general direction, work independently to complete program of work.
- Take initiative to keep Educational Programs staff apprised on a regular basis of progress toward accomplishing the program of work, of problems that may occur/that have been solved (especially if they may have impact on other aspects of the organization).
- Work in coordination with President and other staff.

Requirements for education, experience, skills, and capacities

- Minimum 2 years of college

- Software proficiency in Microsoft Office
- Excellent organizational skills
- Ability to prioritize work and take initiative for special projects
- Excellent oral and written communication skills

Certificates, licenses, registrations:

Must possess valid Texas driver's license at time of beginning the job.

Physical demands:

Position may include travel to and from meetings, seminars, retreats, receptions, and other events. Intern must provide own transportation to attend, set up, or break down such events. Position involves frequent early morning and evening meetings; as well as occasional weekend program events with overnight requirements. Must be able to lift up to 40 pounds.

Work environment:

Work environment is non-smoking. While performing the duties of this job, the employee is constantly exposed to computer and telephone equipment, telephone and printer noise, and interruptions. The noise level in the work environment includes close proximity to other workers and can be high on occasion. While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time.

Schedule:

Regular office hours are 8:00 a.m. to 5:00 p.m. Position will involve meetings or events beginning at 7:30 a.m. or earlier and ending at 8:00 p.m. or later. Occasional receptions and other events require breakdown that is not completed until as late as 9:00 p.m. or later.

Hours and compensation

- 12-20 hours per week. Some flexibility for setting schedule on semester-by-semester basis.
- This is an unpaid internship. Fundraising opportunities may be available in order to fund the position.
- Preference for individual who can work through Fall 2008

If interested, please email resume and cover letter as attachments to Terri Buchanan, Vice President of Educational Programs, tbuchanan@leadershipaustin.org