



## **YLC Wednesday at the Square Engagement Intern Opportunity**

**Application Deadline:** January 19, 2018

**Internship Duration:** January 2018 – June 2018

Young Leadership Council (YLC) is seeking a talented and energetic individual to fill the role of Wednesday at the Square Engagement Intern. The individual serving in this unpaid position will work alongside YLC's staff and volunteer leadership and will report to YLC's Communications and Engagement Manager. The intern will assist with volunteer recruitment and communications-related projects centered around Wednesday the Square, YLC's annual concert series and fundraiser. As part of a fast-paced office environment, the intern will gain valuable knowledge in the fields of project management, communications, volunteer recruitment, and other important skills vital for today's nonprofit professionals.

### **About YLC Wednesday at the Square**

Wednesday at the Square is an annual 12-week free concert series hosted by Young Leadership Council in Lafayette Square each Spring. These concerts attract an average of 6,000 music-lovers from New Orleans and beyond each week, and serve as the main fundraiser for YLC's community service projects. About 100 volunteers are needed every week to make each concert possible.

### **Summary of Intern Responsibilities**

- Assist with all aspects of volunteer recruitment and management for YLC Wednesday at the Square, including:
  - Communicating with prospective volunteers through email and phone calls, while keeping track of all interactions on a daily basis.
  - Identifying new sources of volunteers, including businesses, nonprofit organizations, and more.
  - Data entry related to volunteer recruitment and management processes.
  - Assisting with day-of concert preparations, such as packing up supplies, sorting t-shirts, and setting up volunteer areas at Lafayette Square, as needed.
- Assist with updating of YLC website and social media channels.
- Assist with any other tasks assigned by Communications and Engagement Manager

### **Skills, Knowledge, and Experience**

Ideal candidates for this position:

- Demonstrate excellent written and verbal communications skills.
- Have excellent business acumen and are comfortable with communicating via email, phone, and in-person with prominent New Orleans businesses and nonprofits.

- Are well-organized and possess excellent time management skills.
- Have a professional mindset and understand the importance of communication in collaborative work environments.
- Demonstrate basic knowledge of communications principles and/or non-profit management.
- Demonstrate an understanding of YLC's principles, mission, and community projects.
- Have some familiarity with CRM, and/or donor management database systems.
- Are experienced with working in all Microsoft Office programs (especially Excel).
- Experience in HTML and/or working with Wordpress websites a plus.

### **Duties and Expectations**

The intern is expected to:

- Perform 10 hours of work per week for tasks assigned throughout the duration of the internship. At least half of the time worked each week must be from YLC's office at 1840 Euterpe St.
- Have access to a vehicle for regular transportation to and from the YLC office and/or Lafayette Square.
- Report to supervisor on a regular basis.
- Attend meetings or trainings that are necessary to perform assigned tasks

### **Compensation and Academic Credit**

This is an unpaid internship, with the intent to provide invaluable professional experience for those wishing to develop their careers in non-profit and/or communications-related fields.

Hours worked for YLC in this position may be eligible for academic credit, particularly for degree programs that have internship requirements. Any academic credit sought for this internship is the sole responsibility of the intern and must be coordinated with the higher education institution of the intern's choosing.

### **Apply Today!**

Interested candidates should submit a cover letter and resume to Ryan Kreiser at [ryan@ylnola.org](mailto:ryan@ylnola.org) no later than January 19, 2018. Please include "YLC Wednesday at the Square Engagement Intern" in the email subject line. Once your materials have been received, you will receive email confirmation. No phone calls, please.