



YLC Communications and Engagement Internship Opportunity

Application Deadline: January 29, 2017

Young Leadership Council (YLC) is seeking a talented and energetic individual to fill the role of Communications and Engagement Intern. The individual employed in this unpaid position will work alongside YLC's staff, and volunteer leadership on communications-related projects, and will report to YLC's Communications and Engagement Coordinator and Executive Director. As part of a fast-paced office environment, the intern will gain valuable knowledge in the fields of non-profit management, communications, volunteer management, and other important areas relevant to today's non-profit professionals.

Summary of Responsibilities

- Assist with updating of YLC website and social media channels
- Assist with communications and volunteer management-related projects tied to Wednesday at the Square, YLC's annual 12-week concert series in Lafayette Square
- Assume basic clerical activities, including data entry and database management
- Assist with composition of digital communications content
- Assist with any other tasks assigned by Communications and Engagement Coordinator or the Executive Director, as needed

Skills, Knowledge, and Experience

Ideal candidates for this position ...

- Demonstrate excellent written and verbal communications skills.
- Possess excellent time management skills and the ability to shift priorities in quickly-changing situations.
- Have some technical experience with web design, social media management, and familiarity with CRM (Customer Relations Management) or volunteer management systems.
- Demonstrate basic knowledge of communications and marketing principles and/or non-profit management.
- Understand business etiquette and the importance of prompt communication in collaborative work environments.
- Demonstrate a complete understanding of YLC's principles, mission, and community projects.

Duties and Expectations

The intern is expected to ...

- Perform an average of 10 hours of work per week during the duration of the internship
- Report to supervisors on a regular basis
- Attend meetings or trainings that are necessary to perform assigned tasks
- Attend initial internship orientation in February of 2017 (date to be announced)
- Have access to transportation to and from the YLC office, or to special events being hosted by YLC where the intern is expected to work.

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.

Contact Us

Interested candidates should submit a cover letter and resume to info@ylnola.org no later than January 6, 2017. Please include "YLC Communications and Engagement Intern" in the email subject line. Once your materials have been received, you will receive email confirmation. No phone calls, please.