



Operations-Policies & Procedures Intern

TLT Leading Leaders

About this Job

Operations- Policies and Procedures Intern

The TLT- Tomorrow's Leaders Today internship consists of a unique opportunity to offer real world experience in multiple disciplines that bring to life the knowledge gained in academics. The Internship Program aims to provide Interns with a meaningful experience and an opportunity to explore and expand upon their skills and knowledge. Each Intern will be exposed to the daily tasks related to their **MAJOR** career track (projects, meetings, and creative brainstorming), as well as necessary nonprofit and corporate organization and administrative tasks (culture, inter-department collaboration, corporate communication methods, etc.). Additionally, Interns will receive the benefit of partaking in the inner workings of a successful and established non-profit organization. We take the Interns future interests into consideration, and provide each intern with an Advisor that will help guide them throughout the duration of their internship.

Job Description:

Reports To: Executive Director

Work Schedule: Flexible, up to 12 hours per week

Key Responsibilities:

The Operations Intern will directly assist with a wide range of projects related to internal customer service, operational systems, processes and procedures in support of TLT's mission. This internship is designed to be both educational and practical. In this internship program, the intern will learn how to take skills she or he may have acquired in school or former job experience, and apply them in a professional setting. He or she will gain a better understanding of the role that support services (operations, facilities, and IT) can play in a non-profit setting, and be better prepared to work in the arena of operations and the nonprofit sector.

Job Duties Include:

Review of job postings and organizational structure
Standard Operating Procedures - Assist with the development of new SOPs and review of other governing documents

Qualifications:

- Self-starter who can produce great results with limited supervision.
- Strong written and oral communication skills and ability to present in meetings.

Physical Demands and Work Environment:

· Frequently required to sit, stand, and walk
· Continually required to talk or hear
· Continually required to utilize hand and finger dexterity
· Continually utilize visual awareness to operate equipment, read technical information, and/or use a keyboard

Location:

REMOTE

Compensation

TYPE

Unpaid

DURATION

Temporary / Seasonal

Company Details

COMPANY SIZE

1 - 10 employees

INDUSTRY

Non-Profit

HEADQUARTERS

Collin and Denton County, Texas

WEBSITE

<https://www.TLTLeaders.org>

SOCIAL MEDIA

<https://www.facebook.com/TLTLeaders.Org>

<https://www.linkedin.com/company/64271191>

WORK AUTHORIZATION REQUIREMENTS

US work authorization is required

Contact Information

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