

Development Intern TLT Leading Leaders



About this position

The TLT Leading Leaders Internship program consists of a unique opportunity to offer real world experience in multiple disciplines that bring to life the knowledge gained in academics. The 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 writing, journalism, communications, research, educational track (projects, meetings, and creative brainstorming), as well as administrative tasks (culture, inter-department collaboration, corporate communication methods, etc.). Additionally, Interns will receive the benefit of partaking in the inner workings of a non-profit organization.

Key Responsibilities:

TLT- Tomorrow's Leaders Today is currently seeking an intern to help with the development activities. This is an excellent opportunity for an individual seeking to gain more experience in cultivating relationships, maintaining records, research projects, writing, and special event fundraising activities for a non-profit organization.

Under supervision the intern will have the following responsibilities and tasks:

- Identify, through research community reward programs and sponsorship opportunities for the programs within the organization
- Collaborate with marketing and social media on projects
- Work with and maintaining a development calendar
- Assist with planning and execution of special event fundraising campaigns
- Research sponsorship opportunities
- Assist with developing growth strategies and plans

Qualifications:

- Excellent writing, verbal, proof reading, editing, and email communication is required
- Flexible and self-motivated

- Detail oriented, with the ability to prioritize under deadlines
- Proficient in Microsoft Office products, specifically Word and Excel, as well as Internet search tools
- Understanding of or prior work/volunteer experience in non-profit organizations is a plus

Work Schedule: Flexible, 6 to 12 hours per week commitment

About TLT - Tomorrow's Leaders Today, Inc

TLT: Tomorrows Leaders Today, Inc. is a 501(c)3 nonprofit organization dedicated to helping develop youth leaders through education, collaboration, and mentorships with community & business leaders for the collective benefit of the students and their communities.

Location - REMOTE

Compensation

TYPE

Unpaid

DURATION

Temporary / Seasonal

Company Details

COMPANY SIZE

1 - 10 employees

INDUSTRY

Non-Profit

HEADQUARTERS

Denton County, Texas

WEBSITE

<https://www.TLTLeaders.org>

SOCIAL MEDIA

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

<https://www.instagram.com/tltleaders/>

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

WORK AUTHORIZATION REQUIREMENTS

US work authorization is required

Contact Information

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