

## Operations-Policies & Procedures Intern

### TLT Leading Leaders

#### About this Job

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 in operations management, business administration, public administration, liberal arts, or law (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.

#### Job Description:

**Reports To:** Executive Director

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

#### Key Responsibilities:

The Intern will directly assist with a wide range of projects related to internal operational systems, processes, and procedures. This internship is designed to be both educational and practical. In this internship program, the intern will learn how to take skills they have acquired in school or former job experience and apply them in a professional setting. They 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 and updating of master calendar for organization

- Review of organizational structure
- Review, revisions, or creations of job postings
- Review and update of annual evaluation/assessment
- Review, edit or creation of operating procedures
- Creation or review of internal audit and quality review process and schedule
- Succession planning
- Review and revisions of governing documents
- SOP development or review
- Business plan review and or revisions
- Scalability planning

Qualifications:

- Self-starter who can produce great results with limited supervision.
- Strong written and oral communication skills and ability to present in meetings.
- Attention to detail and extremely organized
- Proficient with Microsoft Word, Excel and PowerPoint

Location:

REMOTE

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Compensation

TYPE

Unpaid

DURATION

Temporary / Seasonal

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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>

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WORK AUTHORIZATION REQUIREMENTS  
US work authorization is required

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Contact Information  
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