



## Website Development 2022 Summer Remote Intern

TLT-Leading Leaders

### About this position

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 graphic design, marketing, advertising, writing, journalism educational 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.

### Key Responsibilities:

TLT-Tomorrow's Leaders Today is actively seeking an intern to assist with updating the design of their website or creating a new site for a sponsor. This includes adjusting the organization's website to customers' interests and analyzing data and analytics.

### Responsibilities Include:

- Discuss and identify the external customers'/prospects' interests and needs regarding the campaign event, product, or service
- Discuss, agree on, and plan the campaign messaging, visuals, action, consider keywords for SEO
- Match the external customers'/prospects' interests
- Create the campaign, review, test, revise, finalize

- Analyze and measure the campaign (feedback, data, analytics, sales, other)
- Make recommendations to the customer on how to adjust/improve the campaign for reuse
- Write a wrap-up report for the customer

**Qualifications:**

- Proficiency in writing, verbal, proofreading, editing, and email communication is required
- Detail-oriented, with ability to work under deadlines
- Self-starter willing to learn
- Understanding of or prior work/volunteer experience in non-profit organizations is a plus
- Familiarity with web design software (such as Wordpress, Elementor, Learndash, Wix and Adobe) is a plus

**Work Schedule:** Flexible, 6-20 hours a week

**One virtual weekly team meeting**

**Mon. 9 AM, Tues 11:30 AM, Tues. 5:30 PM, Wed. 10 AM, or Thur. 1 PM**

**and a**

**bi-weekly one-on-one coaching sessions**

**are required held under the supervision of a supervisor.**

**About TLT - Tomorrow's Leaders Today**

TLT: Tomorrow's 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.

**Diversity, Equity & Inclusion**

We value and embrace diversity, equity and inclusion. We seek views that reflect all walks of life and reflect those views in our programs. We recognize the special needs and diverse backgrounds of individuals, our students, volunteers and our communities. All individuals are given an equal opportunity to be heard and to benefit from our program.

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>

## WORK AUTHORIZATION REQUIREMENTS

**US work authorization is required**

Contact Information

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