



## **Program Coordination 2024 Spring Remote Intern**

TLT-Leading Leaders

### **Key responsibilities:**

TLT-Tomorrow's Leaders Today is currently looking for an intern to help with program coordination. As a program coordination intern, you will gain valuable experience working with other departments to ensure that the mission of the organization is achieved, and the needs of the population are served. You will work with program staff to ensure tasks are completed within set deadlines, perform outreach duties to engage with the local community and help develop ideas to market programs to the desired target audience.

### **Work Schedule:**

#### **MANDATORY REQUIREMENTS:**

**Attend a weekly virtual team meeting every Tuesday. (Options: Tues 9:30am, Tues 11am, Tues 1pm, Tues 230pm, Tues 4-5pm, or Tues 7pm)**

**Participate in a one-on-one virtual coaching session with your supervisor every two weeks.**

**Work hours are flexible, but you must commit to working 10-20 hours per week.**

**Applicants must reside in Texas and have U.S. work authorization that does not, now or in the future, require sponsorship.**

### **Responsibilities will include:**

- Support planning and coordination of a program and its activities
- Assist with outreach to the community
- Provide specialized administrative support in the development, implementation, and marketing of program function
- Coordinate activities of support staff, consultants, faculty, and/or volunteers engaged in implementation and administration of program objectives
- Write, edit, and coordinate development of course catalogs, promotional materials, educational materials, training manuals, newsletters, and/or brochures, as appropriate to the program

- Maintain program records, including list of equipment and supplies needed by the staff and program,
- Prepare special and/or one-time reports, summaries, or replies to inquiries
- Gather and compute various data, provide data to other departments as needed
- Help build positive relations within the team and external parties
- Support growth and program development

### **Qualifications:**

- Strong analytical skills
- Excellent communication skills, both verbal and written
- Strong problem-solving skills
- Detail-oriented and efficient
- Ability to coordinate and organize meetings and/or special events.
- Strong interpersonal and the ability to work effectively with a wide range of constituencies in a diverse community
- Records maintenance skills
- Adaptability
- Self-motivation
- Administrative and clerical skills

### **About this internship program**

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 experiences and apply them in a professional setting. They will gain a better understanding of the role can play in a non-profit setting and be better prepared to work in the arena of operations and the nonprofit sector.

The TLT- Leading Leaders Intern program consists of a unique opportunity to offer real world experience in multiple disciplines that bring to life the knowledge gained in academics. The TLT Leading Leaders Intern Program aims to provide Interns with a meaningful experience and an opportunity to explore and expand upon their skills and knowledge, while developing leadership qualities and skills with hands-on curriculum-based opportunities. These positions are all **REMOTE** which allows us to serve many young adults, in many locations, and inclusive to all, across Texas. Experience is not required. Engagement with business, civic and community leaders aligned with the participant's career choice leads to more meaningful connections.

Check with your school advisor if looking to receive credit for completing our curriculum-based program, and with your career services office for possible grant opportunities for stipends for these unpaid positions.

### **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 and Belonging**

We value and embrace diversity, equity, inclusion and belonging. 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:**

Unpaid - Through generous sponsorships, opportunities **may** become available to apply for stipends. These will be shared with current interns.

## **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>

<https://www.patreon.com/TLTLeaders>

<https://twitter.com/TLTLeaders>

[https://www.youtube.com/channel/UCrPNTIq4\\_oBKrM3QvTJR0Ww](https://www.youtube.com/channel/UCrPNTIq4_oBKrM3QvTJR0Ww)

## **WORK AUTHORIZATION REQUIREMENTS**

**Applicants must reside in Texas and have U.S. work authorization that does not, now or in the future, require sponsorship.**

## **CONTACT INFORMATION**

Elaine Smith-Poyourow

[info@tltleaders.org](mailto:info@tltleaders.org)