



## E-Learning/Instructional Design Summer 2024 Remote Intern

TLT-Leading Leaders

### **Key responsibilities:**

As an E-Learning/Instructional Design Intern, you will work with the team to identify training needs and create video-based, virtual, and in-person instructional training. You will test your knowledge with relevant activities, create quantifiable learning objectives, and create materials that enhance transfer, retention, and application of knowledge on youth leadership, leadership skills, real-life skills and soft skills. You'll work under tight deadlines in a fast-paced, dynamic environment where quality, creativity, and accountability are expected.

### **Work Schedule:**

#### **MANDATORY REQUIREMENTS:**

One-Hour long virtual weekly team meeting

Options: Tues 9:30am, Tues 11am, Tues 1pm, Tues 230pm, and Tues 4pm

#### **AND**

Bi-weekly one-on-one virtual coaching sessions  
held under the supervision of a supervisor.

**May 20<sup>th</sup> to July 27<sup>th</sup>, check your vacation schedule prior to applying.**

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

**Applicants must reside in Texas and have a previously approved US work authorization that does not, now or in the future, require sponsorship.**

### **Responsibilities will include:**

- Helping design role-based learning curriculum, programs, and/or courses for students grades 8 and older
- Developing the tools, templates, and training materials to help our team create scaled, online and in-person, social, and interactive learning experiences
- Bringing your skills to a team of passionate educators and consultants to help build a learning design function

### **You'll be working on:**

- Drafting presentations and courses
- Creating e-learning course presentations, lessons, and/or courses

- Create course material, templates, and checklists
- Help develop standards and practices for the development and improvement of courses and curriculum
- Build out, and conduct a webinar
- Design a role-based learning curriculum
- Review and suggest policy and procedures around creating online courses
- Build out curriculum content where needed

### **Key qualifications:**

- Superb written and verbal communication skills and proficiency writing instructional content
- Ability to create compelling and engaging content for a targeted audience
- Experience, preferred but not required, in analyzing building, and assessing curricula for asynchronous and synchronous virtual training environments
- Exposure to the following is a plus but not required
  - Web authoring and multimedia tools such as HTML, LearnDash, Elementor Pro, H5P, JavaScript, and CSS
  - Instructional design or E-Learning experience
  - Experience designing online learning programs
  - Education, Instructional Design, or related field

### **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**

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