



## Operations-Policies & Procedures Summer 2024 Remote Intern

TLT-Leading Leaders

### **Key responsibilities:**

The intern will directly assist with a wide range of projects related to internal operational systems, processes, and procedures.

### **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:**

- Audit, review, and update master documents calendar for organization
- Review of organizational structure
- Review, revise, or create job postings
- 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

### **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)