



Conference Services Internship

The International Leadership Association (ILA) is now accepting applicants for a **Summer 2020 Conference Services Internship**. The intern will assist with pre-conference planning and projects for upcoming events in 2020, 2021, and 2022. The intern will report directly to the Director of Conferences and work closely with the Conference Associate and Conference Registrar.

Duties and Responsibilities:

- Assist with the logistics of on-line and in-person event production for small and large conferences in the USA and abroad.
- Assist with research, outreach, and database management of potential sponsor and/or advertisement sales for events, newsletters, webinars, and the web site.
- Assist with event production vendor research.
- Assist with outreach to presenters to ensure they have registered and paid for the events they are presenting at and to encourage social media promotion of their presentations.
- Assist with research on organizations, businesses, programs, fellowships, and other potential presenters and/or attendees to ILA events.
- Participate on committee calls (sponsorship, welcome, and volunteer).

Duration and Hours: The internship will take place during the 2020 summer and/or 2020 fall semester. The intern could start earlier and/or stay for longer, if desired. Outstanding performance may lead to hourly employment after the internship ends. A typical work week will be 20 – 30 hours per week. All work will be done remotely. A work plan will be provided in week one. The work plan will be housed on Teams and will be updated weekly depending on accomplishments and other work that arises.

Virtual Communications: Please note: All internships are currently being run virtually due to the pandemic. The intern will meet every Monday morning via Zoom with the director of conference services for 45 - 60 minutes to review the prior week's accomplishments and challenges, to review the week ahead, and to receive coaching. Additional Zoom meet ups will be scheduled throughout the week to review projects and engage with the other team members.

To Apply: Please send a letter of interest and resume to ila@ila-net.org with the subject line "Conference Services Internship – [Your Name]". Applicants will be considered on a rolling basis.

Qualifications:

- Excellent verbal and written communication skills.
- Proactive and positive customer-service attitude and skill set.
- Desire to learn about, or already have the experience in, conference/event planning.
- Strong work ethic with a commitment to quality results.
- Experienced with Microsoft Office Suite (Outlook, Word, Excel).
- Intercultural competence and/or the desire to experience cultural diversity.
- Ability to travel off-site to meetings if necessary (some international).
- Self-motivation and autonomous is an important qualification to have.
- Interest in leadership knowledge and practice.
- Ideally, a current undergraduate, graduate student, or recent graduate.

Compensation & Other Benefits

The internship is designed to support and foster career development, and offered on a flexible basis so that the intern can fit their internship around studies and other commitments. Although the internship is unpaid, benefits include:

- Free, 1 year [ILA membership](#).
- Flexible schedule.
- Opportunity to earn university credit.
- Opportunity to build a portfolio of work.
- Opportunity to establish an employment reference from a global association.
- Opportunity to make connections with members from around the world involved in leadership.

About the International Leadership Association: The ILA is the largest worldwide community committed to leadership scholarship, development, and practice. We have thousands of members who hail from over 68 countries – a majority of whom have worked in two or more countries. ILA helps members CONNECT with leadership professionals, ENHANCE professional networks and leadership capacity, SUPPORT the continued development of the field of leadership, and BELONG to a group of professionals committed to fostering a deeper understanding of leadership for the greater good. Learn more at www.ila-net.org.