



Marketing and Publications Internship

The International Leadership Association (ILA) is now accepting applicants for a **Summer 2020 Program Assistant Internship**. The intern will support the needs of our worldwide membership program, assist with membership outreach and communications, and provide administrative support to the membership team. The intern will report directly to the Project Manager.

Duties and Responsibilities:

- Assist with the development and implementation of creative concepts and marketing strategies for promoting the ILA's new books on leadership.
- Help develop "featured authors" page for website, including how to best promote site and authors/books.
- Research leadership books and authors – both ILA members and beyond – to identify potential webinar topics and speakers, candidates for featured author's series, and other programming efforts.
- Coordinate outreach to publishers to further build relationships and promote ILA member author's books on leadership as well as introduce leadership authors to the ILA and the benefits of being an ILA member.

Duration and Hours: The internship will take place during the 2020 summer and/or 2020 fall semester. A typical workweek 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. Please note that if you are planning to receive credit for the internship from your school, additional hours may be required.

Virtual Communications: Please note: All internships are currently being run virtually due to the pandemic. In addition to communication via email, the Project Manager will work with you to schedule regular check-ins via text, phone calls, and video conferencing. Communication with other interns will also be encouraged through tools like WhatsApp and weekly departmental level brainstorming and calibration meetings.

To Apply: Please send a letter of interest and resume to ila@ila-net.org with the subject line "Marketing and Publication 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, and 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. For more than twenty years the ILA has convened extraordinary talent across sectors, cultures, disciplines, and generations. Learn more at www.ila-net.org.