



Membership Data Analysis, Analytics, & Research Internship

The International Leadership Association (ILA) is now accepting applicants for a **Data Integrity & Research Intern**. The intern will report directly to the Membership & Marketing Director and work closely with ILA's staff and possibly with other interns. Initially, the Membership & Marketing Director and intern will work together to outline your objectives, the projects, and the expected deliverables.

Data analysis and analytics projects may include:

- Updating undeliverable email addresses by researching the subscriber's new place of business and new email address.
- Contact members by email to ask if they still want to –opt out of membership benefits email messages or was it checked in error.
- Tracking conversions from nonmember webinar registrants. Reviewing the registrant list against the database to see if they have become members.
- Extracting analytics from Google Analytics on page data for the membership and campaign landing web pages.
- Extracting analytics from the online member community platform on the level of engagement.

Virtual Communications: Please note: All internships are currently being run virtually due to the pandemic. The intern will meet bi-weekly via Zoom with the Membership & Marketing Director for 30 minutes to review the week's accomplishments and challenges, and what is "on deck" for the upcoming week. Additional video conferencing, phone calls, emails, and text messaging may take place throughout the week to review and gauge project progress and for Q&A.

Duration and Hours: Internships typically last for one academic semester or over the break. However, interns may start earlier or stay longer, if desired. During the school year, a typical workweek will be two days for 5-6 hours each day.

A typical workweek will be 3-5 days for a total of 24-40 hours per week. Please note that if you are planning to receive credit for the internship from your school, additional hours may be required.

To Apply: Please send a short letter of interest and resume to membership@ila-net.org with the subject line "Membership Internship – [Your Name]." Applicants are being considered on a rolling basis.

Qualifications:

- Excellent verbal and written communication skills.
- Ability to work independently and as part of a team.
- Ability to receive feedback, grow, and learn.
- Outstanding work ethic.
- Strong attention to detail.
- Strong investigative skills.
- 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.