



Communications Intern

Position: Seeking a **Communications Intern** for a hands-on internship experience with Leadership Center for Excellence (LCE).

Who We Are: LCE offers a multitude of programs for personal and professional development for any stage of the leadership continuum. By developing trained leaders who are committed to building, supporting and strengthening our region, we foster a sense of community, visionary leadership, partnership and collaboration that motivates participants to become agents of change. Our membership currently consists of more than 1,600 key leaders, representing over 600 organizations from the private, public and nonprofit sectors. We have a small office staff with a "family" atmosphere. The work atmosphere is high energy and never dull. Additional information may be found on our website at leadercenter.org.

Your Role: Reporting to the Communications Coordinator, the Communications Intern works to ensure all project deliverables meet the standards and expectations of the membership and help fulfill the mission of the organization. Responsibilities for this position include but are not limited to the following:

Content Creation

- Edit and proofread email blast campaigns using Constant Contact or Mosaico and analyze campaign successes
- Depending on his/her skillset, the Communications Intern may contribute to graphic design aspects of our programs/flyers

Press Management

- Collect and document press coverage of LCE events and programs
- Compile press packets for media coverage at events
- Research potential leads for relationships with area press
- Build media contact lists

Social Media Management

- Assist with social media components for the organization's [Facebook](#), [Twitter](#), [Instagram](#), [LinkedIn](#) and [Google+](#) accounts to include creating and curating general post content, composing posts to promote our programs and events and adding live tweets into event working agendas
- Brainstorm and explore new ideas for social media campaigns
- Analyze and compile statistics regarding LCE social media platforms

Miscellaneous Projects

- Depending on the Communications Intern's skills and professional goals, they will have the opportunity to develop a large project to work on continuously through the course of the internship
- Administrative support as needed
- Other duties as assigned

About You: Our selected intern will be a self-sufficient critical thinker with organizational and communications skills (both oral and written); have the ability to meet deadlines; possess a keen attention to detail and accuracy; maintain a professional demeanor; demonstrate enthusiasm and dependability for customer service; be technology-savvy and highly skilled in Microsoft Office Suite products; have Internet competency; and flourish in a challenging but enjoyable environment. Adobe Suite experience a plus.

Compensation: This is an unpaid internship offering benefits to include opportunities to attend LCE trainings, a recommendation letter upon successful completion of internship if desired and completion of any required paperwork if needed for class credit.

We are looking to fill this position starting Monday, September 10. Please submit your resume and cover letter with the subject line "Communications Intern" to communications@leadercenter.org **no later than Friday, August 17 at 5:00pm**. No phone calls.