

Your Leadership Edge - Program Intern

Department / Classification: Part time-unpaid

Job Title: Intern

Supervisor: Director of Business Development

Job Purpose: Assist with designing systems to support the KLC programming and provide administrative and support services in order to ensure effective and efficient operations.

Job Responsibilities:

Program Related

- Coordinate logistics for Your Leadership Edge (YLE) and Custom Fit (hotel reservations, registration table, book sales, program packets, nametags, room setup, etc.)
- Maintain the YLE data base with high level of accuracy
- Manage mailings of materials and books for YLE and Custom Fit
- Assist with furniture turn over
- Schedule and manage set up of webinars
- Front desk coverage
- Manage current merchandise sales table and identify new opportunities to generate revenue
- Identify strategies for meeting the purpose and objectives, for the KLC Intern program and include strategies for overcoming potential barriers to its success
- Other duties as assigned

Qualifications:

- Must demonstrate excellent interpersonal and team building skills
- Effective decision making skills
- Strong organizational skills
- Attention to detail and high level of accuracy
- Effective written and verbal communication skills
- Proficient in computer/Microsoft office
- Ability to collaborate with other individuals