International Leadership Association

Social Media, Marketing, & Communications Internship

The International Leadership Association is now accepting applicants for a **Summer 2019 Social Media, Marketing, & Communications Internship**. The intern will assist with social media campaigns and the development and implementation of marketing initiatives related to ILA conferences and publications. This position also includes an opportunity to write articles for our *Interface* newsletter, highlighting association news and work being done by ILA members. The intern will report directly to the Communications Director and work closely with ILA's staff.

Duration: The internship will take place during the June-August 2019 summer semester. The intern could start earlier and/or stay for longer, if desired. Outstanding performance may lead to hourly employment after the internship ends.

Hours: A typical work week will be 3-5 days for 6-8 hours each day in our Silver Spring, MD office.

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

Duties and Responsibilities:
- Assist with the development and implementation of creative concepts and marketing strategies for promoting our 2019 global conference in Ottawa.
- Research new organizations and individuals we should market our conferences and other products to.
- Coordinate with the Communications Director and possible outside vendors (e.g., graphic artists, printers, etc.) to translate concepts into print, online, and other materials for the various initiatives.
- Develop and write articles of interest for our *Interface* newsletter (e.g., interviews with leadership podcasters, association news on award winners, etc.).
- Update and maintain our social media presence including scheduling Tweets and Facebook updates and posting on LinkedIn, Instagram, and Pinterest.
- Take the lead on short term marketing projects such as a student outreach initiative.

Qualifications:
- Excellent written and interpersonal 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.
- Interest in leadership knowledge and practice.
- Ideally, a current undergraduate, graduate student, or recent graduate. We would also consider a recent high school graduate looking for an internship before starting college.

Compensation & Other Benefits

The ILA offers both paid and unpaid internships. Internship are designed to support and foster career development, and are offered on a flexible basis so that the intern can fit their internship around studies and other commitments. The Social Media, Marketing, & Communications Internship is a paid position. 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.

Location: ILA is located outside Washington, DC in downtown Silver Spring, Maryland. We are a few blocks away from the Silver Spring Transportation Center and Metro Stop. If you are a University of Maryland student, please note that the free University commuter bus runs between campus and downtown Silver Spring.

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.