



## Conference Services Internship

The International Leadership Association (ILA) is now accepting applicants for a **Summer 2019 Conference Services Internship**. The intern will assist with pre-conference planning and projects for upcoming events in 2019, 2020, 2021, and 2022. The intern will report directly to the Director of Conferences and work closely with ILA staff and members.

**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 and resume to [ila@ila-net.org](mailto:ila@ila-net.org) with the subject line “Conference Services Internship – [Your Name]”. Applicants will be considered on a rolling basis.

### Duties and Responsibilities:

- Assist with the organization of logistics, sponsor outreach, marketing, and database management for small and large conferences in the USA and abroad.
- Conduct research on organizations, businesses, programs, fellowships, and other potential targets for ILA’s events and services.
- Write articles for ILA’s newsletter, *Interface*.

### 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, 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.

**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](http://www.ila-net.org).