



Program Assistant Internship

The International Leadership Association (ILA) is now accepting applicants for a **Summer 2019 Program Assistant Internship**. The intern will support the needs of our world-wide membership program, assist with membership outreach and communications, and provide administrative support to the membership team. The intern will report directly to the COO 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 and resume to ila@ila-net.org with the subject line "Program Assistant Internship – [Your Name]". Applicants will be considered on a rolling basis.

Duties and Responsibilities:

- Research markets and help implement outreach strategies to gain new members.
- Update information, process renewals, and new memberships to track and analyze growth.
- Develop new webinars for members including member orientation and topical leadership trainings.
- Interact with members and potential members contacting the office for information.
- Respond to inquiries about membership services, joining, renewing, and using benefits.

Qualifications:

- Excellent verbal and written communication skills with a focus on customer service.
- Strong work ethic with a commitment to quality results.
- Proficient in Microsoft Outlook, Word, Excel.
- Aptitude for learning new software and managing details.
- Outgoing personality and ability to converse with a wide range of groups.
- 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.