

Executive Internship

About Leadership Network

Leadership Network has been a trusted resource for leaders of some of the world's largest, fastest growing churches since 1984. We are seeking a creative, energetic, organized and results-focused intern to assist the Chief Executive Officer/Chief Operating Officer and team in day-to-day activities and operations.

Details:

- 10-20 hours per week
- Unpaid
- 12700 Park Central Drive, Ste. 50, Dallas, TX 75251
- Inquire with Gwendolyn at gwendolyn.hays@leadnet.org

Responsibilities:

This intern works closely with the Chief Executive Officer (CEO)/Chief Operating Officer (COO) and their Coordinator and will involve the following responsibilities:

- Conduct research related to organizational programs and initiatives
- Develop and manage program specific project plans
- Plan and implement organizational events
- Communication tools- emails, newsletters, community presentations

Skills Gained Include:

- Provide an inside look at the day to day operations of a non-profit as well as the strategic decision making inherent in the responsibilities of a CEO/COO
- Make connections with church leaders in the community
- Increase communication skills - written and oral

Skills Needed:

- Project management
- Technical Skills- Word, Excel, G Suite, etc., Salesforce a plus, but not required
- Good organization skills
- Commitment to non-profits and purpose of organization
- Ability to work independently
- Good written and verbal communication

- Positive attitude
- Meticulous attention to detail
- Dependable and punctual team player
- Ability to work with the public/church leaders in a professional manner