



LEADERSHIP WINTER PARK INTERNSHIP

INTERN DESCRIPTION

Leadership Winter Park is a community stewardship and leadership development program encompassing courses for youth, professional adults and seniors in the community. Daily tasks include assisting staff of the Leadership Winter Park program with the coordination and planning of the Youth Leaders program (held in June and July) as well as preparing for the adult program which begins in September. The position includes administrative projects, letter writing, e-mail and phone communication.

REQUIRED SKILLS

A college junior or senior pursuing a degree in Communications, Marketing, Advertising/Public Relations, Business Management or related field. Experience in event planning and/or public relations is preferred. Other skills that would be beneficial to this position include: excellent written and oral communication skills, strong organizational skills, a strong attention to detail and ability to work well under deadlines. An ideal candidate should be a motivated, a team player and be capable of working independently. Computer skills include: Microsoft Office and social media outlets (Facebook, Twitter, LinkedIn).

DEVELOPED SKILLS

Ability to track and organize multiple projects with concurrent deadlines. Problem solving skills. Creative and critical thinking skills. Networking skills and relationship building techniques.

APPLICATION PROCEDURE

Interested students should send their resume with contact information. They will later be contacted to set up an interview at the Chamber.

CONTACT

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