



Leadership Events Intern: Job Description

Job Title: Leadership Events Intern
Reports To: Director of Core Programs and Engagement

Hours: Part-Time
Location: Springfield, MO (hybrid)

Position Summary

The Leadership Events Intern supports the mission of Leadership Springfield by assisting the Director of Core Programs and Engagement, team members, and external partners to ensure excellent program delivery and participant satisfaction for the Rosie network, the Signature Class, the Academy Class, the Access Class, LeadSGF alumni programming, and other special projects as assigned.

Skills

- Critical thinker with the ability to research and communicate results.
- Able to work quickly and follow instructions while remaining professional.
- Detail-oriented with strong written, verbal, and interpersonal communication skills. Ability to effectively collaborate with diverse teams and community stakeholders.
- Proficient in or willing to quickly learn relevant software (e.g., donor management systems, event management tools, Microsoft Office Suite, and online collaboration platforms).
- Model high standard of excellence and quality demonstrated by Leadership Springfield programs & mission.
- At events, must be able to stand and/or walk for several hours at a time and lift and/or carry event materials (banners, storage bins, decor, etc.).

Major Roles & Responsibilities

- Support all aspects of event planning, execution, and post-event evaluation for dozens of leadership development and networking events, ranging from small committee meetings to large-scale dinner events with 300+ attendees of all ages from high school through retirement.
- Coordinate database-related projects, including donor management system maintenance and donation acknowledgments.
- Contribute to the development of program-related policies and standard operating procedures, gaining valuable insights into nonprofit program management.
- Other special projects as needed.

Organization Culture

Leadership Springfield's mission is to inspire, develop, and connect leaders to serve our community. As an organization, we run leadership programs for area professionals and students. We also manage Rosie, an advocacy network for women and the largest general networking group in Springfield. We've got the flexibility you need in a hybrid work environment and the supportive & encouraging team energy you want! We have office space at efactory's Coworking at Brick City, where there is a floating workplace for our student interns. We are all about leadership development, giving you real-world experience and access to over 3,000 alumni who are leaders in every field and industry to help you get potential job connections, and we know you'll learn, develop, and grow in your time with us.

Non-Discrimination Policy

The Company is an equal opportunity employer and makes all employment decisions without regard to race, religion, color, sex (including pregnancy, sexual orientation and gender identity), national origin, disability, age, genetic information, or any other status protected under applicable federal, state, or local laws. This policy applies to all terms and conditions of employment, including but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, benefits, compensation and training.



We seek to comply with all applicable federal, state and local laws related to discrimination and will not tolerate the interference with the ability of any of the Company's Employees, volunteers, students and other individuals in the office to perform their job duties. The Company makes decisions concerning employment based strictly on an individual's qualifications and ability to perform the job under consideration, the comparative qualifications and abilities of other applicants or Employees, volunteers, students and other individuals in the office, and the individual's past performance within the organization.

Employee Signature

Print Name

Date

Executive Director Signature

Print Name

Date