# Position:

Talent Development Intern

# Reports:

Chapter President and Delegated VP Role

## Compensation:

* **4 Month Internship**
* **12-15 Hours a Week**
* **Stipend available**

# Program Overview:

This internship is a summer and/or Fall Program based out of Atlanta, GA with a Virtual/Remote Option. The program is designed to identify high-caliber talent to build our organization with the best and the brightest students who come from a variety of backgrounds. As an intern in the program, you would expect to work up to 20 hour/week scheduled over the course of a 11-12 weeks.

## Role Overview:

As a Talent Development Intern, you can expect to be engaged in thought-provoking projects, cultivate meaningful relationships and gain exposure to the day-to-day operations of a non-profit that supports talent development professionals. The role will work closely with leadership in Talent Development, Consultants, Instructional Designs and external partners throughout our organizational structure – Programming, Marketing, Technology and Administration. This role is an exciting opportunity in a fast-paced environment that requires a member-first orientation to succeed.

## Job Duties:

* Partner with Greater Atlanta Leadership and other functional leaders to determine program and event goals for success execution. Contribute content and creative ideas to promote talent development through marketing materials, website, social media and advertising channels. Help to organize large special events within the organization.
* Supports projects in the talent development areas, specifically with Special events, Communities of Practice and Professional Development. Coordinate communications between speakers, vendors, and other program components. Opportunity to lead events and meetings and learn about budget management.
* Supports the organizations technology systems such as Wild Apricot, Virtual Platforms and Website with direction from VP of Technology.

# Basic Qualifications/Requirements:

* Currently pursuing a bachelor’s degree from a United States-based college or university
* Authorized to work in the United States of America
* Ability to work a minimum of 20 hours per week during the duration of the internship
* Strong interest in the talent development, marketing, technology and learning development
* Ability to work independently and in group settings

# Preferred Qualifications/Background:

* Currently pursuing a major in: Human Resources, Leadership Development, Marketing Communication, Business Administration, or related field preferred
* Prior business exposure through internships, work experiences or campus organizations is preferred