



INTERN – ELEVATE CONFERENCE

Position Type: Part-time Internship

Reports To: Marketing and Partnerships Executive

Location: Kansas City or Remote

The Nonprofit Leadership Alliance’s mission is to strengthen the social sector with a talented and prepared workforce.

The Nonprofit Leadership Alliance is a diverse team of passionate and talented individuals committed to making a difference by leading the charge in creating a talent pipeline for the nonprofit sector. A high-growth, results-oriented organization that operates in an entrepreneurial environment, the Alliance is deeply invested in building social-impact organizations from the inside out by providing talent development and recruitment solutions.

A 501(c)(3) organization governed by a volunteer board of directors, the Alliance is a national network of 35 colleges and universities, 15 national nonprofit organizations and thousands of independent nonprofit organizations.

[Elevate](#) is a three-day virtual conference experience focused on workforce trends impacting social-impact organizations, with a special focus on equity and leadership.

The Elevate intern will assist with all logistical aspects of the conference, including (but not limited to):

- Organize Elevate taskforce meetings;
- Send and ensure receipt of speaker agreements;
- Request and secure all session materials;
- Coordinate and communicate conference schedule to those assisting with program delivery (speakers, chatroom facilitators, etc.);
- Organize tech runs for speaker;
- Upload content onto virtual conference platform and website (session descriptions, session handouts, etc.);
- Manage registration process (for all attendees including speakers);
- Upload content to resource library;
- Embrace Alliance’s culture of exceptional customer service and actively promote this culture through interactions with current and prospective partners.



Nonprofit Leadership Alliance

PERSONAL ATTRIBUTES:

- Strong written and verbal communications
- Strong interpersonal skills
- Organized and detail oriented
- Demonstrated problem-solving and analytical skills
- Positive attitude, energetic, and team builder/team player

KNOWLEDGE AND QUALIFICATIONS:

- Bachelor's degree (preferred)
- Knowledge of nonprofit sector, particularly national nonprofit organizations
- Certified Nonprofit Professional (CNP) (preferred not required)

COMPENSATION AND SCHEDULE:

- Undergraduate students = \$10-\$12 per hour based on experience; 15-20 hours per week (flexible schedule)
- Graduate students = \$15-\$18 per hour based on experience; 15-20 hours per week (flexible schedule)

COMMITMENT TO DIVERSITY:

- The Nonprofit Leadership Alliance is an equal opportunity employer and places a high value in creating a workforce that reflects the diversity of the communities we serve. The Alliance does not discriminate against any employee or applicant for employment because of race, color, ethnicity, religion, gender, sexual orientation, gender identity or expression, national origin, disability, age, marital status, military status, pregnancy, or parenthood. We believe diverse teams are effective teams, and that innovation is only possible when a set of diverse experiences and perspectives are at the table. We have flexibility around formal education, and our minimum requirements are preferred but not mandatory. We are willing to train a passionate, learning-oriented person with a history of getting results, even if that history is different from the exact descriptors of what they'll be doing within the role.

APPLICATION:

- Send cover letter and resume to Ginny@NLA1.org. No phone calls please.