Management consulting firm providing services in Strategic Planning, Leadership Development, and Executive coaching seeks energetic, responsible student with interest in personal and professional growth.

POSITION TITLE:

- Organizational Development Intern.

INTERNSHIP DURATION

- Possibility to continue through Summer 2019.

COMPENSATION:

- Compensation will be paid at the rate of $10 per hour.

WORK HOURS:

- Expected to work 10-15 hours per week.
- Work days are flexible from week to week to accommodate school schedule.
- Working hours will be submitted every Friday for the upcoming week.
- There may be some occasions the Intern can work from home.
- The Intern can expect to work some evenings and periodically on the weekends.

SUPERVISOR:

- The Intern will be working directly for Alex Culley, Manager, Organization Development & Strategy.

INTEGRITY / PROFESSIONALISM:

- The Intern is expected to demonstrate integrity, respect, and high professional standards in their attitude, words, actions, and in their written work.

CONFIDENTIALITY:

- The intern will be expected to sign a Non-Disclosure Statement as a condition of employment.
SCOPE OF RESPONSIBILITIES:

- Your scope of responsibilities will include but are not limited to the following:
  1. **Strategic Planning.**
     - Provide support for the development and completion of a Comprehensive Strategic Plan using the IED strategic plan template.
     - Input data gathered through surveys, focus groups, and interviews.
     - Assist in the preparation of PowerPoint Presentations.
  2. **Leadership Development Program Support.**
     - Support in preparation and production for Leadership Development programs related to but not limited to the following:
       - Leading Change / transformation.
       - Generations in the work place.
       - Self-Management.
       - Team / Peer coaching.
       - Corporate Culture.
       - Others to be determined.
  3. **Technology / Innovation / Creativity.**
     - Manage and maintain the company website in collaboration with IED staff.
     - You are encouraged to identify new ways to exhibit creativity and innovation in our various programs, processes, and practices.
  4. **Various and Related Duties.**
     - You will be expected to provide support for various administrative, production, and project management services.

TO APPLY

- To apply, please contact Alex Culley (Alex@iedlv.com) with a brief email containing:
  - Major(s) / Minor(s).
  - Expected graduation date.
  - Resume attached.
  - Availability for interview.