

Leadership Wyoming

Leadership Wyoming/UW Honors Internship

Overview

Leadership Wyoming is seeking an intern from the University of Wyoming to create a collaborative work environment, open doors for networking, and expose a UW Honors Student to the work of Leadership Wyoming as a 501c3. The internship will begin in November of 2021 and conclude at the end of March 2022. Compensation for the internship is provided in partnership with Wyoming Workforce Services and the UW Honors College at a rate of \$15/hour.

Qualifications

- Self-motivated student willing to take initiative and see projects through to completion.
- Excellent communication and able to navigate relationships with business leaders and organizational stakeholders.
- Adventurous and curious spirit open to learning about the people and places of Wyoming.
- Able to work remotely and also to travel to Cheyenne, Casper, and Rock Springs (once each), transportation provided by intern.
- Willing to do a variety of jobs that may range from picking up coffee and donuts (for 50 people) to overseeing communications to 900 business leaders.

Timeline

September 20, 2021—Application Due to Honors College

October 2021—Finalist Interviews

November 1, 2021—Intern Selected and Notified

November 16, 2021—Attend Alumni Summit in Cheyenne to begin Internship

November through April—Work approximately 10 hours per week, duties as assigned

January 13-15, 2022—Attend Healthcare Session in Casper, at least one full day

February 17-19, 2022—Attend Government Session in Cheyenne, at least one full day

March 9-11, 2022—Attend Manufacturing Session in Rock Springs, at least one full day

March 31, 2022—Conclude Internship

Scope of Work

1. Attend weekly staff call to observe logistics and event planning including things like booking venues and meals, making schedules, and coordinating facilitators.
2. Produce and distribute communication materials using platforms such as Canva, Facebook, and Squarespace.
3. Support data entry and clean up (not to exceed 25% of total intern duties).
4. Attend Board and Committee meetings when able to see the process of non-profit decision making.
5. Support development of new ideas and offerings of Leadership Wyoming expected to develop in the spring of 2022.

Benefits of the Role

- Monthly exposure to 40 business leaders and their executive development experience.
- Access to top leaders in the state discussing the most pressing issues.
- Opportunity to take the Hogan Inventory, the gold standard in leadership coaching and receive one-on-one executive coaching.
- Experience working on a small non-profit team to understand the pros and cons.

To Apply:

Submit a cover letter and resume to honors@uwyo.edu by September 15th, 2021