



*Engaging and Equipping Leaders
in Working Together for
Community Excellence*

Leadership Texarkana Program and Operations Extern JOB DESCRIPTION

LT Externship Summary:

Leadership Texarkana is seeking a motivated, self-starting student to work as an extern supporting LT programs and operations throughout the Leadership Texarkana organization. As a well-respected and established nonprofit organization with forty years of history, Leadership Texarkana works to develop citizens of all ages in our community with the knowledge, skills and attitudes to lead our community to excellence. Leadership Texarkana directs multiple programs and initiatives annually with hundreds of interactions with community leaders in every sector of the community.

This LT externship would provide any participating individual with the opportunity to gain

- Working knowledge of all sectors of our community,
- Personal access to community leaders in every sector of the community - including private business and industry, education, cultural organizations, quality of life organizations, the public sector including city and regional government, media and marketing, healthcare, nonprofits meeting basic human needs,
- Valuable work experience
- Potentially - assets and/or materials to add to your resume or portfolio
- Working wisdom and experience from working side by side with LT Executive Director, and other experienced and established community leaders.

Qualifications Needed:

Any and all qualifications which are defined by Texarkana College as prerequisite to participation, plus we are looking for an individual who brings -

- Strong organizational skills.
- Strong verbal and written communication skills, as this job will involve interactions with the public, city leaders and business people throughout the community.
- Strong work ethic to complete any assigned work or projects well and completely, as so many valuable ongoing in-community relationships depend on the professional quality of our work.
- Experience with various social media platforms
- Ability to work independently with minimal supervision - as well as a respect for working within parameters defined by supervisors

Experience with one or any of the following is a plus, but not required: Microsoft Office, Photoshop, Illustrator, InDesign, Publisher (or other graphic design software), photo/video shooting skills, or video editing. Experience with various social media platforms, writing, and the ability to work independently with minimal supervision are also preferred.

Hours:

Part-Time including some pre-scheduled dates/times,* plus flexible shifts: No weekends, occasional evenings required.

*Specifically: LT Class Sessions are held the second Tuesday of each month, with required work assignments for a large portion of those days; several additional training/event dates are being determined when extern could be needed.

Compensation: Stipend by arrangement with and handled through Texarkana College.

Typical Duties & Responsibilities May Include:

- Assist with logistics for the Monthly Leadership Texarkana Class Sessions. Duties can include
Picking up relevant printed materials prior to session days and having it available the day of session,
setting up meeting rooms, delivering morning and afternoon refreshments,
working with the session leaders on procuring lunch for sessions.
Taking Sponsoring Partner credit materials (table tents, posters and other needed printed material) to
session meeting places prior to class arrival.
Returning and reorganizing all supplies back to the Hands-On Texarkana Office located at 1915 Olive.
- Assist with the planning, preparation, and participation of in-house events, which may include occasional evening events. This would include welcoming, hosting and checking people in upon arrival, logistics, general support as needed to ensure the event's success.
- Working with Administrative Assistant on learning database and online platform processes and information.
- Photograph sessions and events for documentation to be used on social media accounts.
- Assistance with other documentation and record keeping for various events and training sessions.
- Operate office equipment as required
- Assist with preparing various printed materials including nametags, sign in sheets, and record keeping materials.
- Assist with various duties as assigned, to assist Executive Director, Administrative Assistant, or other officers of the organization based on individuals skills, qualifications or interests that the extern brings to LT.