



Student Activities Intern

Position Purpose: At LeadMN we want to create a fun, collaborative, team environment for students across the state by offering activities throughout the year. This also creates opportunities for students to take a break, relax, and connect with other student leaders.

Position Duties:

- Plan and execute small-scale events under the supervision of the Director of Programs and Events.
- Manage the planning phases of each event including event logistics, execution and budget management.
- Complete all event advertising to send to students (e.g. email content, flyers, text content).
- Provide creative ideas to make LeadMN events unique and fun to draw all students.
- Assist with organization of event equipment and supplies.
- Fulfill requests for event information received via email and voice mail.
- Performing other duties as assigned.

Skills & Qualifications:

- Currently enrolled student at a Minnesota State college.
- Experience in event planning and execution. Experience can include internships and extracurricular activities/events.
- Strong organization skills.
- Strong interpersonal and communication skills required.
- Flexibility to work varied schedules including weekends and evenings.

Wages & Schedule: \$11/hour, no benefits are offered with this position. Average of 10 hours per week, Monday through Friday, 8:00 AM – 4:30 PM.

To Apply: Please send a cover letter and resume to LeadMN Director of Programs & Events Lindsay Barton at lbarton@leadmn.org