



236 Walnut Avenue  
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## 2019 Lakeside Leadership Academy (Internship)

### WHAT IS LAKESIDE CHAUTAUQUA?

Lakeside Chautauqua is a nonprofit organization that engages all ages in a year-round Chautauqua experience dedicated to nurturing mind, body and spirit. Located halfway between Cleveland and Toledo, it is a historic community that offers programming in religion, education, cultural arts and recreation during the summer. With daily concerts, special events, lectures, shuffleboard, tennis, waterfront activities, cottages, hotels, shops and restaurants, Lakeside Chautauqua remains a year-round retreat for generations of families. On your days off, visit nearby Cedar Point, Put-in-Bay, Kelleys Island, the Marblehead Lighthouse and other local attractions.

Our mission is “to enrich the quality of life for all people, to foster traditional Christian values and nurture relationships through opportunities for renewal and growth...spiritually, intellectually, culturally and physically...while preserving Lakeside's heritage.”

### 2019 INTERNSHIP OPPORTUNITIES

- Accounting/IT Support
- Advancement Events
- Arts/Entertainment Management
- Conference & Event Planning
- Educational Event Planning/Promotions
- Environmental
- Guest Services
- Horticulture
- Hospitality Management
- Marketing & Analytics
- Newspaper Publication Design
- Photography
- Programming/Religious Life
- Recreation
- Video
- Wellness

### COMPENSATION & INCENTIVES

Lakeside Chautauqua offers a competitive internship compensation package, which includes a \$2,000 seasonal stipend, shared housing (rent, water, electric and cable/Internet included), Season Pass and Season Auto Pass to attend summer programming at Lakeside.

### ELIGIBILITY & TIME COMMITMENT

The ideal candidate is enrolled in a college/university with having completed at least one year of an undergraduate degree. Graduate students and recent college graduates are also accepted. Interns are required to work days, evenings, weekends and all summer holidays from May 12 (at least) to August 16 (or later). Work schedules are determined by supervisors; some positions require a 10-hour work day. It is preferred that interns are not enrolled in summer classes while working at Lakeside.

### HOW TO APPLY:

Applicants must submit:

- Cover letter
- Resume
- 3 Professional references (name and contact information)
- Writing and/or design samples (if required for position)

Only electronic submissions will be accepted, including follow-up. Send materials to [internships@lakesideohio.com](mailto:internships@lakesideohio.com). In the subject line, indicate the internship position that interests you. If you qualify for more than 1 position, please indicate in your cover letter and subject line; limit of 2. Recruitment begins in December, and applications are accepted until positions are filled, usually by early March. Priority consideration will be given to early applications.



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## 2019 Advancement Events Intern

The Advancement Events Intern works independently and collaboratively with supervisors, fellow interns and external departments. This individual is expected to provide exceptional customer service to guests, community members and donors and assist with the planning, logistics and execution of Advancement events (fundraising/donor events, meetings, special events, board meetings, conferences, weekend events, etc.). This internship allows for personal and professional growth in a hands-on learning environment, as well as gaining an immense amount of real-world experience in the fields of event planning, communications and nonprofit fundraising.

The ideal candidate possesses excellent organization, time management, communications and leadership skills; maintains the ability to work in a team-oriented environment; and is a task-oriented, creative, self-motivated individual capable of meeting strict deadlines.

*Please note: This internship runs from May 12-August 16 (or later preferred). This internship also requires flexibility, as the intern is expected to work days, some evenings and weekends, and all summer holidays, including Memorial Day weekend and Fourth of July.*

### **ESSENTIAL DUTIES & RESPONSIBILITIES (PLUS OTHER DUTIES AS ASSIGNED):**

#### **Events**

- Take reservations and organize reservation lists for all Advancement events
- Assist with designing centerpieces, menu cards, postcards, event invitations, etc.
- Write event descriptions and information for *Lakesider* newspaper, e-newsletters, social media, etc.
- Organize and conduct weekly event meetings with details
- Process event changes and work order specifications for Advancement team members
- Submit event details and changes to the Conference & Events Planning Office
- Assist with pre-event, on-site and post-event logistics (list generation, nametags, mailings, follow-up communications, etc.)
- Manage and provide support to Event team and Advancement team before, during and after events
- Create signage and promotional materials, prepare event packets and organize pre-event checklists for each event
- Assist with the check-in and registration for events
- Keep track of event details and complete tasks as assigned

#### **Administrative Duties**

- Provide excellent customer service to all Lakeside guests, community members and donors
- Update and complete weekly checklists and tasks as assigned
- Make event reminder phone calls and thank you calls to donors
- Navigate and add actions into Raiser's Edge software
- Edit and update the policy and procedures manual for the internship position
- Participate in all LLA activities, forums and gatherings
- Make an oral presentation to the Lakeside Chautauqua staff regarding summer internship experience

#### **Additional Opportunities**

- Explore personal strengths with the *StrengthsFinder 2.0* assessment, activities and workbook
- Develop goals related to your internship; present your progress to the Advancement & Communications staff

**HOW TO APPLY:** Applicants must submit a cover letter, resume and minimum of 3 professional references (name, title and phone number). Only electronic submissions will be accepted, including follow-up. Send materials to [internships@lakesideohio.com](mailto:internships@lakesideohio.com). In the subject line, indicate the internship position that interests you. If you qualify for more than 1 position, please indicate in your cover letter and subject line; limit of 2. Recruitment begins in December, and applications are accepted until positions are filled, usually by early March. Priority consideration will be given to early applications.