



Restorative Leadership INSTITUTE

RLI 2012 Operations and Administrative Internship

The Restorative Leadership Institute (www.restorative-leadership.org) is social enterprise dedicated to empowering leadership that fulfills humanity's potential for elevating the quality of life on Earth. RLI offers training and development for purpose-driven organizations and leaders, supporting them with envisioning and implementing the best of what is possible through leadership education and coaching, organizational development and consulting.

ROLE

Currently, RLI seeks a heart-centered and planet-minded candidate who will serve as the RLI 2012 Operations and Administrative Internship. This person should be interested in a one-of-a-kind professional development experience that will be exemplary of the training we provide our professional-level clients. The intern will receive exposure to best-practice strategic engagement, organizational development, leadership training, social responsibility and social media campaigning. This is an opportunity to play a critical role in an up-and-coming certified a B Corporation (www.bcorporation.net) that aims to have widespread positive impact.

LEARNING OUTCOMES

As a result of participating in this internship, the intern can expect to:

- Gain knowledge and awareness of sustainability operations
- Develop project and database management skills
- Build efficiency and effectiveness in organization and research skills
- Evolve communication skills
- Build capacity for systems-oriented thinking
- Grow content and skill knowledge in:
 - Sustainability
 - Leadership and followership
 - Communications strategy

RESPONSIBILITIES

Strategic Engagement and Organizational Development

- Help ensure that RLI operates in alignment with our Sustainability Operating System
- Assist with third party B Corp recertification process as a responsible business
- Participate in regular team meetings and monthly coaching sessions
- Engage in strategic planning and/or implementation related to SOS priorities

Administration and Team

- Assist with data entry and maintenance for the mission-critical databases
- Assist with preparations for research- and outreach-related travel
- Help maintain adequate stock of sustainably-sourced equipment and supplies
- Help maintain functionality of all office equipment
- Assist with office organization and flow

Products and/of Services

- Conduct research for curriculum or social media content as needed
- Help to expand our professional learning community



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COMMITMENT

This internship is expected to last 9 months to one year (although we will consider a one-semester term for the right candidate), for at least 10 hours per week. The intern's time may be divided between working at the RLI headquarters in Longmont (easily accessible by bus from Boulder), with a member of the RLI staff in Boulder, or working remotely/independently as is deemed appropriate. The intern must be available to meet with the RLI team on either Wednesday or Friday between 9 am and 5 pm.

COMPENSATION

This is an unpaid internship.

PERFORMANCE APPRAISAL

To ensure the highest quality experience for both intern and RLI, the intern will be given periodic reviews that are based on a five-point scale and will relate to 1) fulfillment of internship responsibilities, 2) quality of work, and 3) demonstration of RLI core values.

QUALITIES AND SKILLS

- Excellent research skills
- Excellent computer skills, including MS Excel, MS Word, PowerPoint
- Strong interpersonal skills
- Strong oral and written communication skills
- Strong organizational skills
- High attention to detail
- Impeccable integrity
- Open minded, light hearted and humble
- Positive attitude that is possibility oriented
- Love of learning
- Deep commitment to the highest quality of life for all on Earth

To apply: Please email resumé and cover letter to Sierra@restorative-leadership.org by Midnight on December 1. Selected candidates will be contacted for an interview the following week, and the chosen new member of our team will be invited to orientation on December 16th. Internship will commence in January 2012.