



# FARMHOUSE

F R A T E R N I T Y

PROGRESS SHALL MARK OUR EVERY STEP

## Position Description

**POSITION TITLE:** 2025 FarmHouse Leadership Institute Intern

**REPORTS TO:** Sr. Director of Communications and Member Engagement

**EMPLOYMENT CATEGORY:** Exempt, Part-Time, 15-20 hours in December and a full-time schedule during FLI

**LOCATION:** Remote and on-site in St. Louis—Jan. 8-12, 2025

### POSITION REQUIREMENTS:

- Enrollment at an accredited institution, preferably with a FarmHouse chapter. Membership in FarmHouse strongly preferred.
- Experience in event planning, facilitation or project management.
- Proven communication skills—ability to establish and maintain relationships with students, alumni and friends of FarmHouse.

### JOB DESCRIPTION:

The FLI intern is responsible for supporting event planning and logistics before and during the 2025 FarmHouse Leadership Institute. Including, but not limited to assisting with run-of-show, registration, curriculum review and volunteer support

This individual is expected to help with preparations prior to the program, assisting staff with their needs during the month of December, leading up to the program and then helping to ensure the program runs smoothly in St. Louis. We are seeking someone who demonstrates self-direction, creativity and strategic thinking when contributing to projects and thrives in a collaborative team environment.

### RESPONSIBILITIES:

**50% - On-Site Support:** Support on-site registration of the program, ensuring students and volunteers have everything they need for the start of the program. Presenting the welcome and expectations session prior to the opening keynote, in front of a crowd of 200+ attendees. Ensuring volunteers and facilitators have everything they need for their programs. Generally supporting run-of-show for keynotes, the awards ceremony, presidents installation and honorary initiation.

**50% - Off-Site Support:** Work with staff to complete the final pieces of the FLI program in December. Intern can expect to assist with scripting, run-of-show planning, review printed program materials, helping with staff schedules and participant communications.



# FARMHOUSE

FRATERNITY

*PROGRESS SHALL MARK OUR EVERY STEP*

**TO APPLY:**

Review of applications will be on a rolling basis and will continue until the position is filled. Compensation in the amount of \$500 will be awarded to the FLI intern following the successful completion of their duties post FLI 2025.

Qualified candidates are encouraged to email a resume to Ryan Laughlin, Sr. Director of Communications and Member Engagement, at [ryan@farmhouse.org](mailto:ryan@farmhouse.org).