STUDENT FALL 2015

TITLE OF POSITION: Intern
DEPARTMENT: Public Policy & Programming
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Greater Kansas City Chamber of Commerce

FALL INTERNSHIP - NON PAID

Job Description
The Public Policy & Programming division of The Greater Kansas City Chamber of Commerce is seeking one to two student interns to work on research, special events, and communications during the fall of 2015. Internship duties will vary but may include the following:

- issue and policy research and reporting
- interaction with small businesses
- special event coordination and support
- database management
- website content monitoring and preparation
- materials preparation (including possible opportunities for copywriting, design and photography)
- social media posting

Desired Skills
Candidates must be self-directed, good communicators, organized and proficient at Microsoft Word, Excel, and PowerPoint. Journalism and political science majors are encouraged to apply. This is a great opportunity for students to see how a chamber of commerce operates and observe interactions and decision-making among community and business leaders. Interns in this program will also have the opportunity for networking with regional business leaders and professional development.

Internship Dates and Hours
The Chamber would like one to two interns to work from early June through early August 2015. Hours are flexible and may range from 2 to 5 days per week.