

Marketing Intern

The Kansas City Medical Society (also known as “Metro Med”) is seeking a marketing/communications intern.

This position will require 20 hours per week for 10 weeks (but can be flexible to meet credit requirements) and will perform the following duties:

- Assist with front office reception and phone work.
- Work with hospital marketing staff to create and edit public profiles for physicians.
- Gather data and conduct research for physician database.
- Assist with various projects, including member services, communications, and mailings.

Requirements:

- Highly proficient computer skills, especially Office or equivalent. Preference will be given to applicants with graphic design or video editing skills (though not required).
- A strong interest in non-profit, healthcare or marketing industries.
- Good writing skills and ability to learn quickly.
- The ideal candidate for this position is a college student pursuing a degree in Marketing, Business, Hospitality, Communications, Health Administration or Public Administration.
- College Junior, Senior or Masters status.
- Excellent verbal communication skills and professional behavior.

At the completion of this experience, the intern will have gained connections with many leaders in the Kansas City healthcare, marketing and media communities. They will also have a portfolio of sample work in various media.

The internship requires 20 hours per week which must be scheduled between 8:00 am and 5:30 pm in the office. Very flexible scheduling is available. Some flexibility is available for start and end dates.

Business casual dress in a beautiful office on the Country Club Plaza.

Compensation: \$8 per hour. We will work with college or university for credit.

Please email your inquiry, along with qualifications and resume to Jessica Barrett at jbarrett@metromedkc.org.