Communications Intern Job Description

For 80 years, the Home Builders Association of Greater Kansas City has been supporting the home-building industry and the homebuyers who keep the industry strong. The KCHBA is proud to bring the KC community outstanding, year-round opportunities to experience the home-building and home-improvement industries including the Fall Parade of Homes, Spring Parade of Homes, and Greater Kansas City Home & Lifestyle Show.

The KCHBA is seeking a communications intern to assist the Communications Director with coordinating and implementing multiple communications and marketing strategies both internally to its members and externally to consumers.

Responsibilities:
1. Write/edit content for a variety of communications channels including a monthly magazine and three websites.
2. Write/edit and distribute various marketing materials (flyers, invitations, press releases, scripts).
3. Regularly post on KCHBA's social media sites, which includes 5 Facebook pages, 3 Twitter, 2 Instagram, Houzz, LinkedIn, Pinterest, YouTube.
4. Assist with promoting major events such as the Parade of Homes and Home & Lifestyle Show.
5. Assist with the creation of the organization's weekly electronic newsletter to members.
6. Track advertising deadlines and creative due dates.
7. Take pictures at events.

Requirements:
• Excellent communication skills (oral, written, as well as listening).
• Superior grammatical and punctuation skills; Knowledge of AP style preferred.
• Superior time management skills with ability to set priorities.
• Positive, self-starter attitude who actively seeks opportunities and proposes solutions.
• Ability to maintain professionalism while negotiating changing priorities in a fast-paced environment.

Education:
• Currently working toward one of these degrees: Bachelor's degree in journalism, marketing, public relations, communications or other related field.

Please send cover letter, resume and a writing sample to Kari English, communications director, at kari@kchba.org.