**UMKC Women’s Center**

**Internship Program: Fall 2019 – Spring 2020**

The UMKC Women’s Center offers undergraduate and graduate internships for students interested in gaining practical experience working on contemporary women’s issues. Internships are unpaid and open to all academic majors. Students must first coordinate with their faculty advisor prior to applying for an internship with the Women’s Center.

All internship positions report to the Assistant Director of the Women’s Center

Contact: Arzie Umali, Assistant Director, Women’s Center

816-235-5577, umalia@umkc.edu

5120 Rockhill Rd., 105 Haag Hall

**Internship Position Descriptions**

* Programs/Events Intern
	+ Assist with the development, coordination, and execution of Women’s Center events that address topics such as gender pay equity, body image, women in STEM, women in leadership, intersectional feminism, etc…
	+ Assist with coordinating the distribution of fliers, posters, postcards, brochures, events calendar, and other advertising/marketing material on campus and in the surrounding area.
	+ Assist with research regarding the status of women in society
	+ Assist with online publicity, including, but not limited to, listing Women’s Center events on community calendars, and updating the Women’s Center events calendar
* Her Art Project Intern
	+ Assist with the development, coordination, and execution of programs for the Her Art Project including art exhibits, music and dance performances, lectures, panel discussions, etc.
	+ Assist with research regarding the status of women in the arts
	+ Assist with publicity and marketing for above programs
	+ Background in arts and familiarity with Kansas City arts community preferred
	+ Art or Art History, Conservatory, Theater, or Film Studies majors preferred, but not required
* Gender Violence Prevention Intern
	+ Assist with the development, coordination, and execution of gender violence prevention programs which may include: Walk a Mile in Her Shoes, Domestic Violence Awareness Month, The Vagina Monologues, V-Day Programs, Sexual Assault Awareness Month, and Denim Day.
	+ Assist with research regarding statistics on women
	+ Assist with publicity and marketing for above programs and services
* Social Media & Marketing Intern
	+ Assist with updating and monitoring the Women’s Center social media sites including, but not limited to, Facebook, Twitter, Flickr, Instagram, and YouTube.
	+ Assist with development and implementation new social media strategies
	+ Assist with development of strategies to increase Women’s Center exposure to students
	+ Coordinate social media efforts with marketing of all Women’s Center programs
	+ Assist with design and creation of marketing materials for Women’s Center programs including fliers, posters, posters, and event calendars
	+ Experience with Adobe Creative Suite preferred
* Blog Editor Intern
	+ Assist with regular maintenance of the Women’s Center Blog
	+ Write clear and critical blogs on relevant topics
	+ Edit all staff blogs for content and grammar
	+ Manage blog traffic including regular and consistent blog posting and reviewing blog comments
	+ Strong writing skills required. Please submit writing samples
	+ English majors preferred
* Healing Arts Intern
	+ Assist with the development, coordination, and execution of healing arts workshops
	+ Assist with the maintenance and preparation of art supplies
	+ Assist with healing arts grant reports
	+ Assist with researching and developing new healing arts workshops
	+ Assist with identifying campus partnerships and collaborations regarding the healing arts program
	+ Art or Art History, Psychology, Sociology, or Social Work majors preferred, but not required.

All Internship positions are also responsible for:

* Performing light office maintenance duties
* Staffing the front desk and assuming all front office duties
* Assisting with Women’s Center outreach programs including campus resource fairs and other tabling events
* Posting on the Women’s Center’s social media accounts
* Attending ALL weekly student staff meetings.
* Attending/Staffing Women's Center programs as needed/available
* Contacting vendors, co-sponsors, and event participants
* Managing event registrations and RSVPs
* Posting fliers on campus and in the surrounding community
* Running office errands
* Other duties as assigned

Qualities/Skills

* Passion for women’s equity and social justice activism
* Experience planning events
* Knowledge of various social media sites
* Strong writing skills
* Excellent communication, organizational, and multitasking skills
* Strong customer service skills. Able/willing to interact with diverse groups of people.
* Able to work independently and on teams
* Students studying women’s, gender, and sexuality studies, sociology, criminal justice, theatre, or other related major

Dates/Times

* Internship duration: Fall or Spring Semesters, Summer Term
* Hours per Week: Varies, based on the requirements of the academic unit. Approx. 10 - 12 (Fall/Spring); Approx. 20 (Summer)
* Office hours: Mon - Thurs 10:00 a.m. – 4:00 p.m.; Fri 10:00 a.m. – 3:00 p.m.
* Some evenings and weekends for special events

Application process:

* Applications accepted on an on-going basis.
* Please submit the following:
	1. Women’s Center Internship Application
	2. Current resume
	3. Cover letter outlining the following:
		+ Why you are interested in an internship in the Women’s Center
		+ What knowledge/skills/talents you possess that are relevant to this position
		+ What knowledge/experience you have of current women’s issues
		+ What do you hope to gain from the internship.
* Submit your Application, Cover letter, Resume, Class Schedule (for the term for which you are applying), and any additional internship forms provided by your academic unit to Arzie Umali, UMKC Women’s Center, 105 Haag Hall, or email to umalia@umkc.edu