The Greater Kansas City Chamber of Commerce is seeking a self-motivated intern to assist its Strategic Partnership Team with a wide array of projects. Interns will work on and have exposure to a variety of projects within the department, including our 6-month Small Business Celebration, new member sales research and members engagement tasks. Approximately 50% of time will be spent supporting the Director of Small Business on meetings & events throughout the Small Business Celebration. The remaining 50% will be supporting new member sales & membership retention efforts.

The internship duties will include research and reporting, event planning and preparation, creative problem-solving, administrative functions, and dynamic thinking with the potential for social media support depending on department needs. This internship includes both independent work and opportunities for collaborative projects and high visibility interactions with business and community leaders.

Internships with the KC Chamber are not paid but offer valuable hands-on experience. This experience allows students to explore areas of interest and decide if this is an area for a potential career.

Class credit is available to students.

DESIRED SKILLS:

• Strong written and oral communication skills including high levels of both written and spoken English language
• Self-directed, possess effectual critical thinking and problem-solving skills
• Organized, and able to manage multiple responsibilities and deadlines
• Proficient with Microsoft Office products, specifically Word, Excel, and PowerPoint
• Proficient in various social media platforms (Twitter, Facebook, Instagram, etc.)

This is an unpaid internship opportunity.

The KC Chamber is committed to diversity, equity, and inclusion as a part of our strategic plan, supported by a formal DEI plan, Vice President of Diversity and Inclusion leadership, and both internal and external DEI programs.

HOW TO APPLY:

• Visit https://survey.co1.qualtrics.com/jfe/form/SV_2aU0FXU8fOqDKj and fill out the application.
• Resume is required
• Writing Sample and/or Cover Letter is encouraged

QUESTIONS:

• Contact Susan Monroe
  smonroe@kcchamber.com
• 816-374-5400