



Shirley's

KITCHEN CABINET

SPRING COMMUNICATIONS AND OUTREACH INTERN

Shirley's Kitchen Cabinet seeks a dynamic leader with a passion for advocacy, activism and driving change in Kansas City's Black community. This internship will provide support to our communications director and or founder and will provide an excellent opportunity to gain experience in advocacy-related work while having a direct impact on our community. The ideal candidate is a self-starter, must be flexible, is solution oriented, and is willing to provide support on both substantive and administrative tasks.

This internship includes a small stipend and can count towards college credit if the college/university approves. Start and end dates can be negotiated, with the term beginning in January and ending in May. The candidate must own a laptop, as this is a remote/virtual internship, with a small percentage of time spent in our office.

QUALIFICATIONS:

- Have a strong passion and interest in the issues that face Black women
- At least a junior in college
- Preferred Related Majors: Marketing, communications, advertising, non-profit management, political science, public relations, public affairs, public management
- Excellent verbal and written communication skills. Professionalism when communicating with executive level leaders
- Detail oriented with good organizational skills
- Familiarity with Mailchimp and Hootsuite is a plus
- Regular and consistent attendance is an essential function of this position

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE:

- Writing for print and digital media such as websites, newsletters, social media, press releases etc.
- Ability to write engaging content
- Assists in event planning and marketing
- Basic graphic design skills using Canva or Adobe Design Suite
- Policy research data entry and database management
- Data entry and database management
- Community outreach and coalition building
- Demonstrate an understanding of Microsoft Office and Google Drive
- General administrative duties along with other duties as required or assigned

ABOUT SHIRLEY'S KITCHEN CABINET

Shirley's Kitchen Cabinet is a nonpartisan organization dedicated to amplifying the voices and power of Black women through education and advocacy, so they can be effective advocates for the issues that matter to them and the communities they serve.

TO APPLY: Please send a brief cover letter (no more than 1 page), and resume to Hey@ShirleysKitchenCabinet.org. Please put "COMMUNICATIONS AND OUTREACH INTERN" in the subject line. No phone calls please.