

The Mayor Sly James - He's for Change Internship

The Mayor Sly James – He's for Change Intern will provide assistance to the programs of the Women's Foundation including the Appointments Project™, as well as other aspects of non-profit administration. This position provides students with an opportunity to gain hands-on experience in non-profit operations with a focus on promoting leadership and philanthropic education for women of all ages. Interns may be required to work after hours to staff special events or activities.

Program Internship Duties:

- Specific duties include the following, but are not limited to interacting with Women's Foundation constituents, assisting with database management for the Appointments Project™, assisting with event logistics for philanthropic education programs, and assistance with fund raising initiatives.

Compensation:

- Internships with the Women's Foundation 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 for an independent study may be available to students, and the Women's Foundation will work to offer an internship experience that meets the Intern's school's requirements for credit.

Qualifications:

- Detail oriented, able to follow directions, able to take initiative when needed
- Outgoing and friendly personality, professional demeanor
- Strong written and verbal communication skills
- Ability to multi-task and work well under time constraints
- Proficient knowledge of Microsoft Word, Excel, and PowerPoint

Responsibilities:

- Assist with planning and organizing special events and projects
- Attend special events and meetings as needed
- General office support including data entry, filing, etc.
- Maintain professional appearance when interacting with the public and partner organizations; dress appropriately for duties assigned

Application Process:

- This is an unpaid internship. Credit is available upon request.
- All internships are based out of our office in Kansas City, Missouri.
- Resumes and cover letter must be in Microsoft Word (.doc) or Adobe Acrobat (.pdf) format
- For any other questions or submit a resume, e-mail intern@womens-foundation.org
- No phone calls, please.