Shirley’s Kitchen Cabinet
Communications and Outreach Intern

We are seeking 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.

RESPONSIBILITIES
With the guidance of organization leadership, responsibilities during the internship will include, but not be limited to, the following:

● Writing for print and digital media such as websites, newsletters, social media, press releases, etc.
● Assist with fundraising events and marketing
● Assist with grassroots organizing events and programs
● Policy research data entry and database management
● Data entry and database management
● Community outreach and coalition building
● General administrative duties along with other duties as required or assigned
QUALIFICATIONS FOR THE IDEAL CANDIDATE:

- At least a junior in college working towards a related major (marketing, communications, advertising, non-profit management, political science, public relations, public affairs, public management)
- Have a strong passion and interest in the issues that face Black women
- Must own a laptop and have access to high-speed internet, as this is a remote/virtual internship
- Ability to write engaging content
- Proficiency with social media platforms
- Basic graphic design skills using Canva or Adobe Design Suite
- Demonstrated ability using Google Docs and Google Sheets
- Familiarity with Mailchimp and Hootsuite is a plus
- An effective communicator in written and oral form
- Professionalism, including regular, consistent attendance is an essential function of this position
- Detail-oriented, proactive, ability to prioritize, and meet deadlines
- This person must be exceedingly well organized, proactive, flexible, and dedicated to helping in a support role
- Comfortable working alone on assignments and in collaboration with others

PROGRAM BENEFITS
This internship includes a small stipend and can count towards college credit if the college/university approves. Start and end dates can be negotiated.

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 learn more, visit us at www.ShirleysKitchenCabinet.org.

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 or agencies, please.