



**WE BRING IT.**

## INTERNSHIP PROGRAM

The Kansas City Sports Commission & Foundation is looking for spring, summer and fall interns for the e-Commerce Department. *The non-paid internship is full time with a few nights and weekends. Housing is not provided.*

### **The following are some job duties:**

- ◆ Assist with updating the organization's website.
- ◆ Assist customers with questions about registration and the on-line registration system.
- ◆ Create e-mail blasts in Emfluence.
- ◆ Work all Sports Commission and WIN for KC events.
- ◆ Work KC Sports Commission booths at other local events.
- ◆ Perform administrative duties such as retrieving incoming telephone calls, correspondence, and assist with the preparation for board meetings, answer customer calls, run errands and much more.

### **Requirements:**

- ◆ Experience with Microsoft Office Suite (Word, Excel, PowerPoint, Publisher)
- ◆ Experience with Adobe InDesign, Photoshop
- ◆ Able to work independently with little supervision
- ◆ Detail oriented and good proofreader
- ◆ Good written and oral communication skills
- ◆ Able to work on multiple projects at once

### **Application Deadlines:**

- ◆ Spring - September 1
- ◆ Summer - February 15
- ◆ Fall - May 15

**TO APPLY, SUBMIT COVER LETTER, RESUME & REFERENCES TO:**

KC Sports Commission  
Attn: Marla Hanover  
114 West 11th Street, Suite 300  
Kansas City, MO 64105  
Email: [mhanover@sportkc.org](mailto:mhanover@sportkc.org)

*It is important that interns have the ability to develop ideas, follow through on program initiatives, deal effectively with the public, and have a thorough knowledge and understanding of sports.*

**For more information go to:  
[SportKC.org/internships](http://SportKC.org/internships)**