



WE BRING IT.

INTERNSHIP PROGRAM

The Kansas City Sports Commission & Foundation is looking for spring, summer and fall interns. We typically have 5-6 interns a semester. *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 organizing various events such as the Waddell & Reed KC Marathon and the WIN For KC Triathlon.
- ◆ 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, 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

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**