



STRATEGIC COMMUNICATION INTERNSHIP

Central Exchange | Summer 2020

Kansas City

About you

You're fueled to use your marketing + communications skillset for good. You're interested in work at a nonprofit or cause-related organization. You're also passionate about things like women in leadership, gender equity, diversity and inclusion. You're a responsible self-starter who's looking to grow and apply your skills. You have team skills, as well as technical ones.

About Central Exchange

Empower your career – and your life – at Central Exchange. We are Kansas City's community for leading women. For 40 years, we've equipped KC women achieve their full potential – professionally and personally — through leadership programming, connections and inspiration. Experience unparalleled community and growth at Central Exchange. Discover more: CentralExchange.org.

About the paid internship

Working closely with CX Director of Marketing + Communications, you will be vital in executing key marketing and communications strategies. Plus, you'll have the opportunity to publish work, clips and measure your impact. Projects you can expect to work on:

- **Social media:** Create and execute social media content aligned with CX's strategic content calendar
- **Video content:** Shoot & edit member testimonials
- **Website updates:** Update WordPress website with strategic content
- **Email content:** Develop email content for internal + external audiences
- **Blog:** Research, interview and write blogs including member testimonials and thought leadership pieces

This is a part-time, paid internship for 10-20 hrs/week. You'll work in-person at our downtown Kansas City office. College credit may be arranged by you for your program. The internship begins at the end of May/early June and runs through August. There is also an opportunity to extend this paid internship remotely for the fall semester depending on performance.

To apply

Please send your cover letter, resume, and a portfolio with writing samples and/or designs. Email to kerri@centralexchange.org subject: 2020 Summer Intern. Priority consideration if you apply by Feb. 1. No phone calls, please.

We are an equal opportunity employer and all qualified applicants will receive consideration for an internship without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law