The Kansas City Sports Commission & Foundation is looking for spring, summer and fall interns. We typically have 3-4 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 - October 1
- Summer - March 1
- Fall - June 1

To apply, submit cover letter, resume & references to:

KC Sports Commission
Attn: Katelyn Schmidtberger
114 West 11th Street, Suite 300
Kansas City, MO 64105
Email: kschmidtberger@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