



Project Management Intern Position Announcement Girls on the Run Serving Greater Kansas City

Girls on the Run Serving Greater Kansas City (GOTRKC) is a 501(c)(3) nonprofit organization dedicated to inspiring girls to live healthy, joyful and confident lives. GOTRKC provides transformational, physical activity-based, youth development programs for girls in 3rd-8th grade. Girls participate in a 10-12 week afterschool program where physical activity is woven into the program to inspire an appreciation of fitness and to build habits that lead to a lifetime of health. GOTRKC serves 4,200 girls per year in the Kansas City metro area.

GOTRKC is currently seeking a **Project Management Intern** to join its energetic and collaborative team. This is a part-time, 3-month, paid position beginning in May 2017 and ending in August 2017, and is located in Kansas City near the lively Waldo neighborhood. If you want to grow as a leader, develop your professional talents and open doors to a career in nonprofit, we want to hear from you!

Internship duties will include, but are not limited to:

- Management of merchandise orders, purchasing and order fulfillment
- Assistance with all programming and events including the GOTRKC 5K race and Birthday Bash Auction
- Website and database system support
- Social media and marketing support
- Management of GOTRKC inventory and storage organization
- Day-to-day administrative tasks including general office support

Preferred Qualifications:

- Expertise in Microsoft Office including Word, Excel, Publisher and PowerPoint
- Strong interpersonal and customer service skills
- Ability to work independently as well as part of a collaborative team
- Outstanding oral and written communication skills
- Ability to balance multiple priorities
- Excellent organizational skills with proven attention to detail

Internship Period: May 15, 2017 – August 11, 2017

Salary: \$800/month for 20 hours/week

Additional Benefits:

- Opportunity to explore and gain experience in many areas of nonprofit



- Development of skills transferable to many facets of careers in nonprofit organizations
- Networking opportunities
- Wellness program
- Work with a dynamic team who is passionate about the growth and success of girls and women in our community

How to Apply:

Applications will be accepted through Friday, April 7. Please submit cover letter, résumé and a list of three references to Jamie Paget at jamie@gotrkc.org. Only electronic submissions will be considered.

GOTRKC is an equal opportunity, equal access employer committed to achieving a diverse community.