



Kansas Leadership Center Internship

Classification: Part-time unpaid (10-20 hours) Flexible schedules available.

The KLC believes the best way to develop leadership is to practice leadership. This internship experience allows interns to practice and refine their leadership skills in a workplace environment that will help prepare them for their careers.

What is The Kansas Leadership Center? The KLC has created a world class curriculum that attempts to prepare individuals to effectively exercise leadership. The KLC works with thousands of participants and partners with companies, city governments, churches and universities to deliver leadership training to help tackle the most pressing challenges across the state and beyond.

Intern Job Duties:

- Work with the Intern Department to design and accomplish tasks and projects
- Special projects assigned by staff in any of the KLC departments (Accounting, Social Media, Administration, Customer Service, Programs and Events, Journalism, Creative Technology, Human Resources, Research, and Civic Engagement)
- Ideas that you initiate and explore on your own
- Front desk coverage
- Survey and data entry
- Coordination with staff for events and programs
- Facilitate and schedule webinars
- Delegation of the tasks and projects will be performed by the Intern Captain, a position rotated among the interns to act as the department manager for a set period of time

Each intern will receive a free one year subscription to the Your Leadership Edge online portal and access to additional trainings at KLC free of charge. **Please apply by submitting your resume and cover letter to Shaun Rojas at srojas@kansasleadershipcenter.org.** Flexible start and end times available.