

Date: July 2022

Position title: **Business Reporter Intern**

Reports to: Vice-President of Communications

**Position Summary** Business Reporter Interns will be part of the Kansas Chamber's Communications and Events team. They will have the opportunity to gain hands-on experience writing stories and creating videos about Kansas businesses and policy issues important to them. They will help conduct interviews and create content to be published on the Chamber's websites and social media channels.

### **Responsibilities**

- Assist with researching business-related topics, conducting interviews, creating videos, and writing stories to incorporate into the Chamber's websites and social media channels.
- Assist with drafting press releases, editorials, and op-eds to send to media outlets.
- Assist with website maintenance and coordination of Chamber's social media channels including Facebook, Twitter, LinkedIn, Instagram, etc.

### **General**

- Assist with the execution of Chamber meetings and events.
- Work with and assist other Chamber team members as needed.
- Complete additional duties and assume additional responsibility as the need arises.

### **Knowledge, Abilities, and Skills**

- Requires strong written and oral communications skills.
- Possess a high degree of proficiency with Constant Contact, MS Office, including Word, Excel, Power Point, and Outlook preferred
- Experience with Adobe Illustrator, Adobe InDesign, Adobe Photoshop, and/or Canva preferred.
- Experience with photography, videography, A/V equipment, and audio and video editing preferred.
- Demonstrate the ability to communicate effectively and professionally with the organization's members, vendors, and external contacts.
- Must be able to work in a fast-paced environment with demonstrated ability to prioritize multiple, competing tasks and demands. Strong organizational, planning and time management skills required.
- Ability to interface well with other departments and team members in a highly professional manner.

### **Knowledge, Abilities, and Skills cont.**

- Must be able to maintain the highest level of confidentiality. Ability to handle sensitive material concerning the organization and the staff's role within the organization. Respects members' confidentiality and privacy; communicate with them in a courteous and respectful manner.

### **Qualifications**

- Must be attending an accredited tech school, community college or university, studying journalism, TV production, Communications, Marketing, or similar coursework.
- Must be registered in an internship course at his or her institution during the quarter or semester in which the internship is performed.
- Graduate students are eligible.
- Each intern is required to work 10-20 hours a week (based on your university's requirements).
- Must be at least 18 years of age.
- Must have reliable transportation.
- Internship time must be coordinated with the student's respective college or university for academic credit under the sponsorship of the educational faculty.

### **Physical requirements**

The intern frequently lifts and/or moves up to 25 pounds. Job requires clear vision, distance vision, color and peripheral vision with depth perception and the ability to adjust focus. The intern is regularly required to talk, hear, stand, walk, sit, and reach with hands and arms. There is moderate noise in this working environment.

For more information, please contact Sherriene Jones-Sontag at [SherrieneS@KansasChamber.org](mailto:SherrieneS@KansasChamber.org) or 785.357.6321.