



Communication Specialist Internship

Department:	Corporate Communications
Employment Type:	Part Time, Summer Internship
Hours:	15-20 hours per week, flexible work schedule
Pay:	\$12/hour
Job Details:	<p>Port KC's mission is to foster the economic vitality of Kansas City, Missouri through transportation, trade, commerce and development.</p> <p>Port KC's Corporate Communications Department is responsible for developing and implementing communications, marketing and community affairs strategies, objectives and effective execution of activities that support the growth of the Port KC and its services.</p> <p>Job Description:</p> <ul style="list-style-type: none">• Coordinate, write and distribute internal and external communications• Plan, design, develop, and implement communication deliverables to include print products, web content and social media• Provide assistance as needed for events at Berkley Riverfront Park• Research, write, proof and distribute company news through the company website, news releases, editorials, articles, newsletters, and print campaigns• Assist in the implementation of strategic communications plans• Other duties as assigned <p>Job Requirements:</p> <ul style="list-style-type: none">• Pursuing a degree in Communications, Journalism, Public Relations or related fields with a 3.3 GPA or above.• Able to commit to 12 week assignment (June – August 2016)• Excellent communications skills, both written and verbal• Highly organized and detail-oriented• Knowledge in Microsoft Suite• Training and/or experience in design, web development, and social media• Ability to think strategically <p>For consideration, please mail your resume and cover letter to info@portkc.com.</p> <p>Port KC is an Equal Opportunity Employer (EOE) committed to workplace Diversity. Port Kc is an E-Verify Employer</p>