



INTERNSHIP JOB DESCRIPTION

Overview

Job Title: KAVA Talks & Women's Empowerment Intern
Time Commitment: 5 -30 hours per week - Fall 2018 Semester
Department: KAVA Talks
Location: Various locations throughout Salt Lake, Provo & Washington Counties
Position Reports to: KAVA Talks Director/Program Manager
Number of Positions: 2-4

Position Purpose

The intern will assist with managing the operations of KAVA Talks including maintaining & updating multiple Talk Story Spaces attendance, events, activities & participate in various outreach events. This is a unique opportunity for undergraduate students interested in gaining valuable Social Services, Business, Non Profit management and administrative experience.

Primary Responsibilities/Tasks

- Ability to analyze and problem solve
- Oversee Talk Story Space Data Collection
- Create & maintain social media campaigns
- Assist with tabling at various outreach events
- Assist with annual KAVA Talks Dinner & Heels 2 Heal Walk
- Administrative projects as assigned, Over see Volunteers

Qualifications

Education/Certification/Professional License:

- Working toward Bachelor's Degree

Knowledge/Skills/Abilities/Experience:

- Students with practical or educational experiences in Psychology, Social Work, Social Services, volunteerism or business administration, management
- Excellent writing and communication skills
- Proficient in Microsoft Word, Excel
- Intermediate skills in PowerPoint
- Ability to work independently and Team Player
- Ability to write business procedures
- Meet people where they are

Language Skills:

- Ability to speak clearly and communicate effectively with others from varied ethnic communities, language abilities, social economic levels

Reasoning Skills:

- Ability to apply common sense and critical thinking to carry out instructions and make decisions within scope of authority
- Ability to deal with problems involving several variables
- Ability to follow policies and procedures

Computer Skills:

- Proficiency in Microsoft Office and internet usage
- Intermediate skills in PowerPoint
- Ability to write clear and concise emails

Physical Demands:

The physical demands described here are representative of those that must be met by an intern to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Send resume and cover letter to info@pik2ar.info

