Kalamazoo County Land Bank Communications Internship

The Kalamazoo County Land Bank is seeking an energetic, responsible intern to join our team to assist in facilitation of Land Bank events and engage in the communications functions of the office. This 5-to-7-hour a week position is a wonderful opportunity for someone who would like to learn about marketing, grant writing, promotional material design, event facilitation and personal and written communication industry practices. The Land Bank office is located in the lovely Riverview Launch, minutes from downtown Kalamazoo. The position pays $14 an hour.

Intern Duties and Responsibilities

* Create and manage a communications calendar for face-to-face meetings and attend meetup
* Research and gather documentation on various projects
* Assist with preparation, greeting and organization at various events
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* Attend company functions and networking events
* Shadow the Communications Manager and train in a variety of tasks
* Update and post supervised social media and website content; respond to web correspondence, social media posts, and emails
* Proofread communications and marketing material
* Perform some clerical duties, including filing and mailing

Intern Requirements and Qualifications

* Enrolled in an undergraduate or graduate program or recently graduated
* Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel). Knowledge of InDesign and Canva a plus.
* Must be 18 years of age
* Excellent written and verbal communication skills
* Self-directed and able to work without supervision
* Energetic and eager to tackle new projects and ideas

**To apply, please send a resume and cover letter outlining any applicable software, event facilitation or office skills, to landbank@kalamazoolandbank.org by February 25, 2020.**

*The Kalamazoo County Land Bank is an***equal opportunity employer***. All applicants will be considered for***employment***without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.*