



About Young Professionals of Wichita

The mission of YPW is to attract, engage, and retain diverse young talent to effect positive change for a brighter future. YPW's vision is for Wichita to become the heartland's destination for young intellectual capital. Learn more at YPWichita.org.

Position Description

YPW's Marketing and Communications Intern will assist with the development and implementation of communications and marketing strategies for Young Professionals of Wichita.

Essential Work Tasks

This position requires a proactive, self-motivated individual with the ability to create content for various communication channels and audiences.

Primary work task is to assist the Director of Young Professionals of Wichita in the execution of communications plans and efforts. This person will also work with YPW's Program Coordinator to develop communication strategies for specific events, programing, and initiatives. Other tasks included but are not limited to:

1. Participate in developing marketing strategy with director and Chamber communication team and Board member(s).
2. Communicate closely with staff and volunteer leadership and keep all channels (website, facebook, twitter, etc) and information up to date.
3. Identify and communicate (or execute on) any necessary website changes.
4. Assist with scheduling of social media messages.
5. Assist with updating marketing materials using InDesign, Photoshop, Premier Pro, etc.
6. Identify new ways to tell the stories of our members, volunteers, and investors.
7. Create and send the eNewsletter every other week using MailChimp.
8. Assist in the preparation of materials for events; including sponsor signage, name tags, sign in sheets, etc.

This position reports directly to the Director of Young Professionals of Wichita.

Skills, Knowledge, and Abilities

Preliminary skills in the utilization of Windows operating systems and applications including but not limited to: Adobe Creative Suite including InDesign, Photoshop, and Illustrator and Microsoft Office Suite.

- High level of initiative with the ability to self-motivate and highly-detail oriented.
- Ability to establish and maintain effective working relationships with others.
- Ability to communicate effectively, including business writing, conversational and telephone skills.
- Ability to present information in an appealing, informative, concise and easy to understand manner.
- Ability to work a flexible schedule, including some travel.
- Working towards a college degree in a related field: in Marketing, Communications, Journalism or Graphic Design.

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Compensation and Time Frame

Hourly rate with 10 to 20 hours per week

This position is open for the 2019 Spring and semester and summer, with an ideal start date in early January 2019 and end date of the first week of the August 2019.

Young Professionals of Wichita is an equal opportunity employer.

To apply please send your resume, cover letter, and references to ACabral@WichitaChamber.org using the subject YPW Intern Applicant. Additionally, please be sure to include at least one reason why you love Wichita.

Alejo Cabral
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