



COMMUNICATIONS, DEVELOPMENT, AND ADMINISTRATION INTERN FALL 2016

ABOUT THE ACLU OF KANSAS

The American Civil Liberties Union (ACLU) of Kansas is dedicated to preserving and advancing the civil rights and legal freedoms guaranteed by the United States Constitution and the Bill of Rights. The ACLU of Kansas works in the state legislature, the courts, and local communities to protect the rights of all people living in Kansas. The organization's work focuses on First Amendment rights, voting rights, reproductive rights, racial justice, LGBT rights, immigrant rights, stopping government surveillance, and reforming the criminal justice system. The ACLU of Kansas is an affiliate of the national American Civil Liberties Union, has an annual budget of \$500,000, and 3,000 members across the state.

More information about the ACLU of Kansas is available at <http://www.aclukansas.org>.

DESCRIPTION

The ACLU of Kansas seeks a dynamic self-starter with a passion for civil liberties and civil rights. This internship will provide support to the ACLU's communications, development, and administration staff. The internship will provide an excellent opportunity to gain experience in a wide variety of non-profit management and advocacy-related work, but it also means that the intern must be flexible, willing to provide support on both substantive and administrative tasks.

This is an unpaid internship, located in the Overland Park office. Start and end dates are flexible.

RESPONSIBILITIES

Depending on the specific skill set of the intern, responsibilities may include:

Communications

- Contributing and editing content to a redesigned ACLU of Kansas website
- Monitoring the media for stories about the ACLU of Kansas or issues on which the ACLU of Kansas works
- Monitoring and posting on blogs, web forums, and social networks
- Conducting online outreach and promotion using Facebook, Twitter, and other social media sites
- Conducting analysis of website and social media traffic, assisting with optimization
- Assisting with special events held by the ACLU of Kansas
- Collaborating with other staff on new ideas, approaches, and tools for communicating with ACLU of Kansas audiences

Development

- Conducting donor research, with guidance from the development director
- Assisting with research and writing of grant proposals
- Providing administrative support to development efforts, including the implementation of donor contact strategies
- Assisting with development events held by the ACLU of Kansas

Administration

- Providing administrative support to ACLU program staff
- Assisting with member relations and services

REQUIREMENTS

- At least a junior in college, preferably studying in a related field (marketing, communications, advertising, non-profit management, political science, public relations, public affairs, public management)
- Previous internship or related experience in communications/social media or development a plus
- Excellent written and oral communication and interpersonal skills
- Ability to communicate in a professional manner with community contacts
- Ability to work well independently
- Strong problem-solving skills
- Good knowledge and understanding of available social media tools and platforms
- Ability to work at least 10 hours per week (number of hours per week and specific schedule are flexible)
- Strong passion for civil liberties and the work of the ACLU of Kansas

TO APPLY

Please send a brief cover letter and resume to:

Micah Kubic
Executive Director, ACLU of Kansas
mkubic@aclukansas.org