



INTERNSHIP DESCRIPTION

Agency: Mother & Child Health Coalition

Department name: Education & Health Promotion

Overview of the program:

Mother & Child Health Coalition (MCHC), a recognized non-profit leader in the field of maternal & child health with particular expertise in combating health inequities and social determinants of health all focused on decreasing infant mortality within the Kansas City metropolitan area, believes that every child deserves a healthy start. MCHC's work is aimed at improving health outcomes and addressing health disparities through community intervention activities and public awareness campaigns.

Overview of the internship: Conference and Events Intern

We are currently seeking a dynamic, self-starter to assist with event-planning efforts. This internship is for an individual interested in learning more about nonprofit fundraising and event planning. An internship with the Coalition is a way to gain valuable professional work experience, learn a wide range of skills, and advance a public health mission.

Major functions of work will include:

- Support the Senior Event manager for Conferences by assisting with the project tasks and timelines.
- Assist with creating and improving the Conference volunteer strategy.
- Initiate and lead event planning initiatives.
- Implement special event program.
- Act as a liaison between the organization and vendors.
- Solicit sponsors, secure silent auction items and conduct outreach to potential event attendees.
- Develop and coordinate marketing and promotional materials.
- Coordinate event logistics and volunteers.
- Complete other duties as needed.

Knowledge and Skills Required:

- Must have excellent customer service.
- High-level organizational, multi-tasking, prioritizing and time-management skills and client management skills.
- High-level adaptability and resourcefulness under pressure.
- Self-motivated and detail-oriented.
- Excellent written and oral communication skills.

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- Working knowledge of Microsoft Office.
- Research and summarization skills.

When are these positions offered?

- Start date: **Open**
- End date: **Open**
- Hours: (internships are typically arranged to accommodate intern's needs.)

Flexible; generally M-F 9:00 a.m.-5:00 p.m. but some evening and weekends may be required.

Location: **2340 East Meyer Blvd., Building 1, Ste. 216 Kansas City MO 64132**

Pay/ Stipend: **Unpaid**

Travel: **Limited travel within the 5-county metro KC area.**

Transportation – is a car required? **Yes**

Application deadlines: **Open**

Contact information: Submit résumé and letter of interest via: info@mchc.net

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