



Girls on the Run Intern Position Description

Girls on the Run Serving Greater Kansas City (GOTRKC) is a 501(c)(3) nonprofit organization dedicated to creating a world where every girl knows and activates her limitless potential and is free to boldly pursue her dreams. We inspire girls to be joyful, healthy, and confident using a fun, experience-based curriculum which creatively integrates running.

At Girls on the Run, our core values guide our way and we stand firm in our long-standing commitment to building a world where every person can know and activate their limitless potential. We warmly welcome the participation of any child who identifies as “girl”, non-binary, or gender expansive in our programs. We are committed to leveraging our intellectual, financial, and human resources to advance strategies to be inclusive, equitable and accessible to all. We are working to bring diverse voices to the table as we know that unique perspectives strengthen the quality and scope of our organization. We pledge to be a reflection of the communities we engage, not only in appearance, but also through fostering an atmosphere of community connectedness that serves as a model for our girls and other stakeholders.

Girls in the Run is collaborative, joyful, hardworking, caring, fast-paced and quality-focused. We are a passionate group of people and today’s climate requires that our team be adaptable and flexible to continue to serve our stakeholders.

Each Girls on the Run Intern will report to a Staff Manager or Director based on their area of work. Some of the key responsibilities falling within these areas include:

Expectations and Role Guidelines:

- Intern will work on defined projects outlined by Manager
- Intern will receive direct guidance from Manager
- Intern will work with assigned manager and department (Marketing, Operations, Program, Special Events) and will assist with project management and execution as well as community interaction and support.
- Intern will advise peers and Manager(s)
- Intern will coordinate the delivery of straightforward projects/goals.
- With Manager support, Intern will define requirements, facilitate progress, identify blockers, and increase visibility of issues as related to their assigned projects. Implementation may need refinement.
- Clear and concise in verbal and written communication
- Intern will be trusted to present decisions to Manager
- Intern will support team goals and project-related metrics.
- Intern will be empowered to help improve team efficiency and help optimize previously defined processes.
- Intern does not typically manage others directly, but may directly provide mentorship (e.g., to a new hire or intern).

Preferred Qualifications:

- Junior or Senior in college or 2 years of project management experience
- Expertise in Microsoft Office including Word, Excel, Publisher and PowerPoint
- Strong interpersonal and customer service skills
- Ability to work independently as well as part of a collaborative team
- Outstanding oral and written communication skills
- Ability to balance multiple priorities
- Excellent organizational skills with proven attention to detail
- Must be able to pass a background check

Internship duties may include, but are not limited to:

- Management of supplies and orders related to GOTRKC programming
- Assistance with all programming and events including the GOTRKC 8-week Fall and/or Spring Program, 5K race and fundraising events
- Website and database system support
- Social media and marketing support
- Content design
- Management of GOTRKC inventory and storage organization
- Interface with GOTRKC volunteers, donors, and community supporters
- Day-to-day administrative tasks including general office support

Internship Periods Available:

- Fall Semester (August – December)
- Spring Semester (January – May)
- Full Year Internship (August – May)

Additional Benefits:

- Interns will be compensated \$15/hour for 10-20 hours per week for 8-12 weeks
- Opportunity to explore and gain experience in many areas of nonprofit
- Development of skills transferable to many facets of careers in nonprofit organizations
- Networking opportunities
- Wellness program
- Work with a dynamic team who is passionate about the growth and success of girls and women in our community
- Hybrid work schedule including in-person work days at our office at Park 39 in Westport and work from home days with meetings hosted via Zoom, Teams, etc.

How to Apply:

Please submit cover letter, résumé and a list of three references to Jamie Paget at jamie@gotrkc.org. Only electronic submissions will be considered.

GOTRKC is an equal opportunity, equal access employer committed to achieving a diverse community.