



Shirley's Kitchen Cabinet

CHANGE CATALYST AND OUTREACH INTERN

Shirley's Kitchen Cabinet seeks a dynamic leader with a passion for advocacy, activism and driving change in Kansas City's Black community. This internship will provide support to our change catalyst and outreach director and/or our founder. This internship will provide an excellent opportunity to gain experience in advocacy-related work while having a direct impact on our community. The ideal candidate is a self-starter, must be flexible, is solution oriented, and is willing to provide support on both substantive and administrative tasks.

This internship includes a small stipend, a certificate of completion, and can count towards college credit if the college/university approves. Start and end dates can be negotiated. The candidate must own a laptop, as this is a remote/virtual internship.

RESPONSIBILITIES & QUALIFICATIONS

With the guidance of organization leadership, responsibilities during the internship will include, but will not be limited to, the following:

- Develop a funnel for recruiting, onboarding, and retaining members
- Assist in the membership program launch
- Build positive working relationships with Shirley's Kitchen Cabinet supporters

- Maintain membership database and identify areas, organizations, and segments of the community to recruit members
- Establish a partner organization database
- Make presentations and represent Shirley's Kitchen Cabinet at relevant events, community forums, and collaborative community-based projects.
- Assist with the development of strategic outreach plans and approaches; implement innovative ways to provide information and recruit supporters for leadership development, events and other initiatives.
- Assist with and lead grassroots organizing events, programs, and campaigns
- Perform all other duties as assigned in a timely manner

QUALIFICATIONS FOR THE IDEAL CANDIDATE:

- A strong dedication to amplifying the voices of Black women
- Deep commitment to Black-centric antiracism advocacy efforts
- An understanding and appreciation of the urgent nature and time demands of campaigns
- Must have flexible work schedule and available to work non-traditional (8 - 5 pm) hours
- An effective communicator in written and oral forms
- Critical thinker i.e. ability to think objectively being present in work from multiple perspective
- Detail-oriented, proactive, ability to prioritize, and meet deadlines
- Exceedingly well organized, proactive, flexible, and dedicated to helping in a support role
- Technical computer skills, especially in Google Suite, including Google Docs and Google Sheets
- Comfortable working alone on assignments and in collaboration with others
- Experience and proficiency with social media platforms are a plus
- Previous related experience(e) in community organizing is a plus

PROGRAM BENEFITS

This internship includes a small stipend and can count towards college credit if the college/university approves. Start and end dates can be negotiated, with the term beginning in January and ending in May.

TO APPLY: Please send a brief cover letter (no more than 1 page), and resume to Hey@ShirleysKitchenCabinet.org. Please put "CHANGE CATALYST AND OUTREACH INTERN" in the subject line. No phone calls please.

ABOUT SHIRLEY'S KITCHEN CABINET

Shirley's Kitchen Cabinet is a nonpartisan organization dedicated to amplifying the voices and power of Black women through education and advocacy, so they can be effective advocates for the issues that matter to them and the communities they serve. To learn more, visit us at www.ShirleysKitchenCabinet.org.