



## **ADVOCACY, COMMUNICATIONS, AND ADMINISTRATION INTERN FALL 2017**

### **ABOUT THE ACLU OF KANSAS**

The American Civil Liberties Union (ACLU) of Kansas is a non-profit and non-partisan organization 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 includes efforts to strengthen and defend First Amendment rights, voting rights, reproductive rights, racial justice, LGBT rights, immigrants' rights, stopping government surveillance, and reforming the criminal justice system. The ACLU of Kansas often works in broad-based coalitions made up of individuals and organizations from across the political, partisan, and ideological spectrum. The ACLU of Kansas is an affiliate of the national American Civil Liberties Union, has a current staff of 6, an annual budget of approximately \$1 million, and 30,000 supporters across the state.

The ACLU of Kansas comprises two separate corporate entities, the American Civil Liberties Union of Kansas and the ACLU Foundation of Kansas. Both entities have the same overall mission, and share office space and employees. The ACLU has two separate corporate entities in order to do a broad range of work to protect civil liberties. The ACLU Foundation of Kansas is a 501(c)(3) non-profit corporation that primarily engages in litigation and public education. The ACLU of Kansas is a 501(c)(4) non-profit corporation that primarily engages in lobbying and advocacy.

More information about the ACLU of Kansas is available at [www.aclukansas.org](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 the 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

- Assisting with special events held by the ACLU of Kansas
- Conducting outreach at community events in which the ACLU of Kansas participates
- Collaborating with other staff on new ideas, approaches, and tools for communicating with ACLU of Kansas audiences

### **Advocacy**

- Assisting advocacy staff with the development and implementation of organizing campaigns around key civil liberties and civil rights issues
- Assisting with special events held by the ACLU of Kansas for advocacy purposes

### **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](mailto:mkubic@aclukansas.org)