

CAREER CONNECT USA - Building Careers One Click at a Time



A program under the aegis of KSG Strategic Consulting, **Career Connect USA** is a career development program designed to prepare and equip job seekers, high school and college students, and those in career transition for the workforce through Career Connect Clinics, the Wealth & Wellness Summit™, and online career fairs. Since the first online career fair in 2005, the program has expanded to meet the needs of people adversely impacted by today's economy, and those seeking to transition careers.

We are seeking to fill six (6) internship positions in the Metropolitan Washington, DC area. Interns will contribute a minimum of 5 hours per month to Career Connect, but no more than 20, so as not to interfere with college coursework.

Position/Internship Description www.ksgsc.com/interns

Community Outreach Intern – Primary responsibilities:

- Create community based organization database (nonprofits, local and federal government agencies, public-private partnerships, schools)
- Contact potential community organizations
- Communicate upcoming Career Connect clinics, training, and events with member organizations
- Coordinate organizational participation with the Marketing and Public Relations teams

Events Intern (2 positions) – Primary responsibilities:

- Coordinate Career Connect events, including clinics, workshops, Wealth and Wellness Summit, speaking engagements, and community events
- Develop logistics plans for Career Connect events
- Communicate with Program, Marketing and Public Relations, and Volunteers teams to plan event needs
- Identify and order materials needed for events
- Set-up and break down Career Connect event staging

Marketing Intern - Primary responsibilities:

- Research content, statistics and news related to unemployment, the economy, jobs, and the workforce
- Pitch ideas to create fresh, innovative, and impactful marketing strategies
- Write content for collateral materials, the website, and blogs
- Contribute content to Career Connect USA publications, including newsletters, online posts, and blog
- Contact experts to present topics during Career Connect USA clinics and related programming

Public Relations Intern – Primary responsibilities:

- Update the Career Connect media database
- Draft press releases, media advisories, PSAs, and press kit materials
- Routinely contact members of the media for pre and post event coverage
- Work with the events team to plan and execute media and press activities, including press conferences, Career Connect clinics, and sponsored/partner events
- Coordinate the media/press sign in during events

Social Media Intern (3 positions) – Primary responsibilities:

- Update messages and upload content on associated social media sites (Twitter, Facebook, LinkedIn, YouTube)
- Post regular Tweets on affiliated Twitter pages, retweet approved messages, and import online links to messages

- Update and change photos, banners, and images on affiliated Career Connect USA social media pages
- Write captions, as appropriate, for video uploads on social media pages
- Post messages on social media pages
- Collaborate with other interns (especially marketing, public relations, and events interns), staff, and strategic alliances to develop content for social media pages, routinely and during hosted events and programs
- Tweet live during our events and programs

Volunteers Intern – Primary responsibilities:

- Update Volunteer Database
- Send Volunteer Sign Up Form to potential Career Connect USA volunteers
- Issue volunteer assignments for Career Connect USA programs and events
- Identify volunteer needs on an ongoing basis, and make recommendations to the Volunteer Coordinator and Career Connect USA leadership

Qualified applicants for all positions will have:

- An interest in the economy, employment concerns, policy and government affairs, community and social issues
- Confidence in cold-calling workforce and economy experts and other subject matter experts
- Excellent oral and written communication skills
- Optimal organizational skills
- A commitment to excellence and willingness to learn

Candidates must:

- Be currently enrolled and matriculating in an accredited college or university in the Metropolitan Washington, DC area, with a minimum GPA of 3.0 on a 4.0 scale, or its equivalent
- Have access to a computer with Internet capabilities and basic office software (i.e. Microsoft Office, Internet Explorer, Google Chrome)
- Participate in internship training and attend Career Connect USA team meetings and events

ADDITIONAL INFORMATION

Interns will receive a stipend at the conclusion of each school semester (Spring/Fall), and a letter certifying service-learning hours acquired during the internship. While most onsite programming occurs in the DC area, occasional travel to other cities may be required, including weekends and holidays. Interns will not travel during the college reading and exam period. Travel expenses will be reimbursed/paid for in advance, by KSG Strategic Consulting/Career Connect USA. Successful candidates will receive training prior to starting the internship.

APPLY NOW

To apply for a Career Connect internship, please submit a cover letter and resume, along with two academic or professional references to careerconnect@ksgsc.com. Please specify the internship for which you are applying. Career Connect USA will acknowledge all submissions.

Deadline to apply: Open until filled

Internship interviews: All qualified applicants are required to interview for each internship position in person.

Online: www.ksgsc.com/careerconnect.html

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