



**The mission of the Kansas Civic Network is to create an equal, respectful, and robust environment that will promote civic engagement and create dialogue about the issues currently facing communities in Kansas and beyond.**

**Position Title:** Government Relations & External Affairs Internship

**Location:** Great Bend, Kansas

**Hours and Compensation:** Time commitment is completely flexible and it is intentionally set up to work with school schedules and other commitments. Unfortunately, it will be unpaid.

**Application Deadline:** Not listed.

**Internship Description:**

The Community Outreach department liaises with governmental and non-governmental agencies and organizations on programs relating to Kansas Civic Network's policy areas. The unit communicates information about KCN programs and needs to local governments and agencies. The Government Relations and External Affairs reports to the Community Outreach Coordinator.

**Duties and Responsibilities Include:**

- Serve as the Liaison to the City of Great Bend
- Monitor activities & policy developments regarding the civic engagement mission of Kansas Civic Network
- Attend relevant City meetings and prepare an analysis for KCN staff on content & political messages
- Research and respond to information requests from the City of Great Bend
- Assist with Community event planning
- Administrative duties as needed

**Qualifications and Experience:**

- Strong understanding of the local government process
- Knowledge of local affairs
- Awareness of U.S. national and local political climate
- Excellent oral and written ability
- Strong computer skills (Microsoft Office suite, desirable: basic photo editing and resizing skills)

Please send your **resume and dates of availability** to the Associate Director of Community Engagement, Amri' Littlejohn at [littlejohnab@bethanylb.edu](mailto:littlejohnab@bethanylb.edu)

[www.kscivicnetwork.org](http://www.kscivicnetwork.org)