

Koné Consulting Summer Communications Internship

A rewarding and exciting opportunity for you awaits to work alongside a group of close-knit professionals as we endeavor every day to solve the social problem of inequity in income and opportunities.

Koné Consulting is owned and operated by an Evans School alum – Alicia Koné. We are searching for an applicant (preferably a Graduate Associate) who shares our devotion to our mission while providing internal and external customer service that is second to none. You will support our communications team with managing content and social media, and assist in website development and management. You may also support our consultants by creating and distributing project related materials.

We are looking for someone to start soon. Our tentative timeframe is: May 1–September 30 (possibility to go beyond), 20 hours per week with a flexible schedule.

For more information about Koné Consulting, please visit: <https://koneconsulting.com>.

This announcement may be used to recruit more than one applicant.

Your duties will include:

- Providing internal and external customer service that aligns with Koné Consulting's mission, vision, and goals
- Managing the company website through Squarespace
- Developing blog post and newsletter content
- Managing social media (LinkedIn, Instagram, Facebook)
- Assisting with the development of client project related materials (slide decks, email templates, final report graphics and visuals)
- Providing proposal development support by engaging in such tasks as writing proposal sections, integrating documents and forms, formatting documents, and creating graphics and visuals.
- Daily work in the Google Workspace suite for Mac
- Other responsibilities as needed

Your Skills and Experience:

- Bachelor's degree in communications, media, or business marketing (or equitable experience)
- Experience with and/or knowledge of graphic design fundamentals
- Experience with and/or knowledge of photo and video editing
- Experience with or inclination to learn Adobe Suite and Canva

- Excellent organization, time management, and oral and written communication skills
- Attention to detail and commitment to accuracy when writing
- A passion for providing excellent service to both internal and external customers
- Proficiency with Google Workspace for Mac
- Ability to prioritize work as needed
- Ability to learn new tools quickly
- A team player who is proactive, flexible, results-oriented, and comfortable in a rapidly changing environment
- Ability to work independently and as a team member, and under the pressure of deadlines

Benefits:

- Flexible hours
- Competitive pay (\$25/hour)
- 95% remote (work from home office; quarterly in-person staff meetings and occasional in-person client work)
- Apple (Mac) equipment provided
- Ongoing mentorship to help you succeed
- A fun and collaborative team environment
- A positive company culture that supports work/life balance
- An opportunity to grow in a fun and dedicated small company

All qualified applicants will receive consideration for employment without discrimination on the basis of race, color, religion, sex, gender, gender identity/expression, sexual orientation, national origin, protected veteran status, or disability.

If you fit this description, we look forward to hearing from you! Please email Christina Watson at christina.watson@koneconsulting.com.