



northwestern settlement

OPENING DOORS TO BETTER FUTURES

Communications Intern Position

Northwestern Settlement:

Northwestern Settlement nurtures, educates, and inspires children and families across Chicago. For more than 125 years Northwestern Settlement has provided social services, education and arts programming to the West Town, and greater Chicago community to disrupt generational poverty. Intern participants will get to know our programs ranging from early childhood education to summer camp, and theater, and will have an opportunity during their internship to volunteer in a class room and/or our food pantry.

As part of a small development team, interns are crucial to the success of our communications and marketing strategy. This is a real opportunity to get hands on experience with an organization and provide real support, and gain work samples for a portfolio. Internships are unpaid, but school credit is available.

Summary:

The communications intern will support the communications manager with website and social media content, press releases and other communications materials in support of various Settlement programs and events. The communications intern will get hands experience in a nonprofit environment, and learn about working with donors, boards, and partner organizations. At the end of the internship, the communications intern will have a portfolio of work, and experience managing projects from start to finish.

Skills and Abilities:

- Excellent written and oral communication skills
- Strong creativity
- Organizational skills
- Website management experience in Wordpress or similar
- Social media experience for a club or organization
- Photography skills a plus
- Adobe Creative Suites experience a plus
- Ability to work independently and as part of a team

Qualifications:

Current college student pursuing a bachelor's degree in marketing, graphic design, or communications.

How to apply:

Send a resume and cover letter to nushdevelopment@gmail.com.