

Job Title:	Development and Communications Intern	Job Category:	
Department/Group:	Institutional Advancement	Classification:	
Reports to:	VP of Institutional Advancement	Travel Required:	No
Level/Salary Range:	Unpaid	Position Type:	Internship

Job Description

Summary

The Institutional Advancement department at the Angel Harvey Family Health Center is seeking an intern to assist in various department operations. This non-paid assignment will be an excellent introduction to non-profit fundraising and communications as there will be projects and tasks within each of these areas. The position also offers an opportunity to work with non-profit leaders/managers and corporate volunteers.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Health Center and Patient Advocacy

- Creation of patient and provider stories, articles, social media posts to promote clinic impact and patient outcomes in support of the Communications and Community Relations Manager
- Research and drive potential opportunities for awards and recognition for the health center

Volunteers

- Collaborate with VP of Institutional Advancement to support volunteer events
- Research and apply for corporate volunteer days
- Create stories, articles and social media posts to recognize volunteer achievements, special awards, and other accomplishments

Development and Donor communications

- Research and apply for corporate fundraising opportunities such as shopping givebacks and others
- Create social media and outreach strategy to promote these events

Qualifications and Education Requirements

- College student in the fields of communications, public relations, marketing, journalism or other fields related to interpersonal communications and/or humanities.
- Strong communications (written and verbal) and research skills
- Interest or understanding of the healthcare environment is preferred, but not required
- Eagerness to learn; capable of taking initiative and handling several ongoing assignments
- Advanced competency with Microsoft Office software
- Proficiency with Facebook, and other social media sites
- Graphic design, video editing and/or web site (WordPress) experience a plus

Expected Hours of Work

Clinic hours including but not limited to 8:00 am to 8:00 pm. Hours may vary. Flexible weekday hours with a minimum commitment of 5 hours/week. Minimum of 3 months duration of internship

Supervisory Responsibility

This position will be supervised by the Vice President of Institutional Advancement.

Work Environment

Infant Welfare Society of Chicago

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. Must be able to lift at least 30 lbs.

Work Authorization/Security Clearance

Employees are required to prove that they are authorized to work in the US.

EEO Statement

IWS provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Reviewed By:		Date:	
Revised:			