



CHICAGO SEMESTER

Job Title: Advancement & Communications Intern, City Fellows

Reports To: Social Work Program & Advancement Director

Job Description: The Advancement & Communications Intern works under the supervision of the Director of Social Work & Advancement and supports the advancement efforts of the Chicago Semester Program by assisting with alumni outreach, annual gala preparations and the publication of fundraising materials for the program. Through this experience, the intern will learn the key components of how an advancement program functions and the importance of engagement and communications with alumni donors. The intern will have opportunity to develop skills in the area of communications, time management, organization and event planning.

Essential Duties and Responsibilities:

- Coordinate communication for program donors, including but not limited to stewardship updates, direct mail asks and tax receipts.
- Manage alumni database, updating and collecting data to create email and written communications.
- Promote the importance of alumni giving among students and past program alumni through giving opportunities such as a class gift, etc.
- Support the communications and planning of donor and alumni special events, in collaboration with CS staff team.
- Coordinate silent auction donations for Annual Awards Celebration in collaboration with CS staff team.
- Design, manage, and write profiles, marketing materials, reports and event communications.
- Create and/or coordinate production of flyers, signage, program booklets, or any other printed material as needed for donor and alumni events.
- Manage website and social media strategies for donor and alumni engagement.
- Actively participate in semi-monthly staff meetings and other meetings as requested as requested.
- Participate at each donor and alumni special event with duties as assigned.
- Protect the organization's value by keeping information confidential.
- Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks, participating in professional organizations.
- Perform other duties as assigned.

Qualifications, Work Experience and Education Requirements

- Coursework toward completion of Bachelor's degree in Communications, Marketing, English or another related field
- Experience working under tight deadlines and meeting them
- Advanced computer skills including use of Word, Excel, PowerPoint
- Enthusiasm for mission-driven work and interest in working in the field of higher education/experiential education
- Must be detail-oriented
- Position requires utmost integrity; ethical behavior and appropriate business practices are expected
- Must have ability to prioritize multiple assignments
- Must have strong interpersonal and communications skills, and ability to work both collaboratively and independently
- Commitment to advancing as a professional in the nonprofit field
- Ability to work some evening and weekends, as needed