

NEW MOMS

HOMES · JOBS · STRONG FAMILIES

Title: City Fellows Intern
Location: Chicago, IL (Neighborhoods: Austin / Garfield Park / Oak Park)

About New Moms:

New Moms exists to interrupt the cycle of generational poverty by surrounding young moms who are experiencing homelessness and poverty with the key supports needed to transform their lives and create strong families: Housing, Job Training and Family Support.

We serve young moms and their children throughout all of Chicago and the near western suburbs.

New Moms provides housing to 40 young moms at our Transformation Center in Chicago, with the addition of 18 units of housing in Oak Park in early 2019. We offer job training through an intensive 16 week program through which young moms develop transferrable job skills while earning a paycheck and gaining hands-on experience at our social enterprise candle company, Bright Endeavors. And through our Family Support program we offer home visiting, parent support groups, parent education workshop, spiritual formation support, and doula services.

Internship duties include but are not limited to:

- Recruitment and training of volunteers
- Coordination of In-Kind donation solicitation and acquisition with donors
- Support the planning of special events
- Support communications efforts to include, but not limited to: newsletters, social media, and written letters.

Qualified applicants should possess:

- Professionalism
- Positive attitude
- Strong written and verbal communication skills
- Strong teamwork and relationship management skills
- Strong time-management skills
- Attention to detail

Job Functions:

Volunteer Management, Administrative/Support Services, Community Service, Creative/Design/Multimedia, Customer Service, Data Entry, Database Management, Event Planning, Fundraising/Development,

Position is 40 hours/week, working from the New Moms office.

Dates of Commitment: June 4 - July 27

City Fellows Stipend: \$2,500- awarded by Chicago Semester