

Chicago Gateway Green is dedicated to the greening and beautification of Chicago's expressways, gateways and neighborhoods. We are a small nonprofit organization that works closely with corporate and civic partners to carry out our work. We are looking for a **communications intern** who is interested in making a local impact on the community and the environment while gaining valuable professional experience. Given the small size of our organization, the intern will take on significant responsibility – this is a great resume-building opportunity. More information about our organization can be found at:

[www.chicagogatewaygreen.org](http://www.chicagogatewaygreen.org).

- This is an unpaid internship.
- 3-4 months (or longer if there is interest)
- 20-30 hours per week (some weekend and evening commitments for organizational events)

### Communications Intern

The role of the Communications Intern is critical for this small organization. The Intern will report directly to the Program Director, but will work with all staff on communication needs and projects. Our audiences include City, State, general public, local businesses (large and small), donors and board members.

#### **The Communications Intern will:**

- Write content for the website
- Write content for the newsletter (quarterly)
- Write content for other organizational communications (giving campaigns, partner communications, event announcements/invitations, and others)
- Write content/develop displays for promotional materials such as brochures and table displays
- Produce the quarterly newsletter and email communications using Mailchimp (email marketing software)
- Assist in writing partnership pitches
- Perform website updates using the organization's content management system)
- Maintain and help build the organization's communication calendar ensuring deadlines are met and opportunities are maximized
- Map communications flow for the organization and work with the Program Director to ensure all touchpoints are identified and appropriately utilized
- Respond to all incoming general emails and forward or take action appropriately
- Assist the organization in building and executing on a digital/social media strategy
- Take a lead role in overseeing the organization's first mobile marketing campaign in conjunction with its annual charity event
- Assist in building audience profiles by identifying audience insights, needs and motivations
- Assist with development of templates and processes that will facilitate consistency in communications

#### **Required Skills/Knowledge/Interests**

- Excellent written and verbal communication skills
- Ability to adapt content appropriately for different audiences
- Highly organized and attentive to detail
- Technical ability to learn and work with new software (basic HTML knowledge a plus)
- Comfortable working in ambiguous, fast-paced, always changing environment
- Proficiency in Excel and Powerpoint
- Ability to analyze and distill large amounts of information/data
- High comfort level with social media and online tools (preferably used Twitter, Facebook or other tools for promoting events or causes in the past)
- Self-starter willing to take initiative
- Willingness to learn
- Team player
- Excellent follow-up skills

- Ideally have previous internship or professional experience
- Ability to solve problems creatively
- Passion for nonprofits, especially in urban greening

Chicago Gateway Green is committed to providing interns with a fulfilling learning experience and the opportunity to conduct meaningful work. Interns will work with a supervisor to define objectives and set clear expectations for the internship. Feedback and evaluation will be provided on an ongoing basis and a summary will be provided at the conclusion of the internship. Internships are unpaid, but may be available for credit if your college has a program with defined criteria.

Interns must be at least 18 years old and should be able to commit at least 30 hours per week (summer) for at least one academic term/12-week period. We will accept applications on a rolling basis. Chicago Gateway Green is located at 200 E. Randolph in the loop. After an orientation period, it may be possible to complete some work remotely with well-defined projects and reporting mechanisms.

### **To Apply**

Please send an email to [info@gatewaygreen.org](mailto:info@gatewaygreen.org) with the subject line “Communications Intern Application” and include the following:

- A statement of interest in the body of your email that includes
  - A little about you – your story – who are you - do you love trees?
  - Why you are interested in Chicago Gateway Green
  - What you think makes you a great fit
  - What you hope to gain from an internship
- Your resume as an attachment
- Two brief (no more than 2 pages) writing samples
- One other example of work you think is relevant – be creative – “work” is broadly defined. You may include detail about experience you have using social media networks.
- Any relevant documentation or requirements from your college

We will respond to all applicants to acknowledge receipt of your materials, and will contact qualified candidates for next steps.

We look forward to hearing from you and hope you will join us in greening Chicago!!