

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 **Partnership 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.

- This is an unpaid internship.
- 3-4 months (or longer if there is interest)
- 10-20 hours per week (rare weekend and evening commitments for organizational events)

Partnership Intern

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

The Partnership Intern will:

- Set appointments and attend potential partner meetings
- Write partnership updates for the newsletter (quarterly)
- Assist in writing & developing partnership proposals
- Attend networking events with Partnership Manager
- Research and identify potential new partnerships/target industries
- Update the organization's database on a ongoing basis with partnership activity
- Assist in developing a partner strategy
- Attend sales committee meetings and look for ways to increase committee success
- Assist in proactively seeking event partnership for 2010

Required Skills/Knowledge/Interests

- Outgoing and willing to make cold calls
- Able to navigate Microsoft Office Suite
- Excellent written and verbal communication skills
- Ability to adapt and function in a fast-paced environment
- Organized and attentive to detail
- 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
- Team player
- Strong follow-up skills
- Ideally have previous internship or professional experience
- 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 10 hours per week (prefer more) 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 with the subject line “Partnership Development 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!!