



VOLUNTEER AND COMMUNITY OUTREACH INTERNSHIP

DESCRIPTION

826CHI is looking for a semester-long intern to support the Volunteer Coordinator and the Community Outreach Director. The ideal volunteer and community outreach intern is someone with a strong interest in being a liaison for 826CHI in the greater Chicago community, as well as helping orchestrate a vigorous team of 400 active volunteers and welcoming new members to the organization.

826CHI is a nonprofit writing and tutoring center dedicated to helping youth, ages six to 18, improve their creative and expository writing skills, and to helping teachers inspire their students to write. Our programs are structured around the belief that great leaps in learning can happen with one-on-one attention and that strong writing skills are fundamental to future success.

DUTIES/RESPONSIBILITIES

- Provide general administrative support to Community Outreach and Volunteer staff
- Assist with special events both at 826CHI and in the Chicago community
- Help manage volunteer training, communications, appreciation, and staffing
- Support the production of press releases and the promotion of the 826CHI brand
- Assist in the management and organization of outreach and volunteer data

IDEAL QUALITIES

- Outgoing individual who has experience working with diverse cultures
- Pleasure in working with a variety of people of all ages
- Passion for the betterment of youth
- Strong verbal and written communication skills
- Responsible self-starter, task- and detailed-oriented
- Must be familiar with basic office programs (Mac Platform) and data entry
- Exceptional, organizational skills
- Has patience, stamina and flexibility to work in a busy, active environment with constant interruption
- Data entry experience a plus
- Familiarity with Illustrator, Photoshop, and InDesign a plus

TO APPLY

Please email your resume and a letter of interest expressing your desire to apply for this internship to:

Kendra Curry, Program and Volunteer Coordinator, Kendra@826chi.org

This position is unpaid or for college credit only. Applicants seeking college credit are responsible for submitting necessary information fulfillment requirements to 826CHI.