

A BETTER CHICAGO

POSITION: External Communications Intern

ABOUT THE ORGANIZATION

A Better Chicago is a strategic venture philanthropy nonprofit that focuses on fighting poverty and inequity in Chicago by improving opportunities for Black and Latinx youth from low-income backgrounds. We approach this work by harnessing best practices to invest financial and intellectual capital in our expanding portfolio of high impact, high-potential local nonprofits as they work on the front lines to empower young people from cradle through career. Since our founding in 2010, we have provided more than \$40 million in support to dozens of Chicago nonprofits serving over 30,000 young people annually. Through our approach to selecting and supporting outstanding organizations, A Better Chicago seeks to build a more equitable city for young people while setting an example of how philanthropy can drive compelling results at scale.

Key elements of A Better Chicago's model include:

- **Rigorous due diligence:** A Better Chicago carefully screens organizations and only funds those that have strong leadership, a compelling program model and a demonstrated commitment to outcomes measurement
- **Adding value:** It takes more than just money. A Better Chicago provides strategic support in areas like business planning, executive search and leadership development—all of which are critical to building strong organizations and achieving meaningful outcomes
- **Results:** A Better Chicago's team works tirelessly so that every dollar raised has the maximum possible impact. The organization openly shares its performance because it believes in accountability. It's part of how A Better Chicago is transforming philanthropy
- **100% impact:** A Better Chicago's board of directors and leadership council cover all of our administrative costs, so 100 percent of all donations are supporting our portfolio of outstanding nonprofits

Since launching in 2010, A Better Chicago has made compelling progress:

- Raised over \$40 million to invest in Chicago's most effective nonprofits
- Built a board, leadership council, impact council and high-performing staff
- Reviewed 800+ organizations and built a portfolio of 18 high-performing organizations
- Developed partnerships with leading professional services firms to help grantees tackle their most pressing strategic and operational challenges
- Created an Emergency Relief Fund that has accumulated nearly \$2.5 million to support 44 local initiatives during the COVID19 pandemic.

For more information, please visit www.abetterchicago.org.

ABOUT THE POSITION

A Better Chicago is seeking a motivated, energetic and highly organized individual to act as its external communications intern. Marketing and communications majors in sophomore, junior and senior years of college

with past internship experience as well as recent graduates are preferred. Excellent communication skills and a strong interest in public relations and social media are essential to succeed in this position. ABC interns support team members with their day-to-day responsibilities, working with vendors and executing campaigns. They will work closely with our director of communications and engagement and our communications associate, who lead our external and internal communications efforts. Areas of support will include: content creation, media list building, market research and social media. Additionally, they will manage internal communications, including weekly staff updates and daily news clips. They will also have the opportunity to contribute to special projects across various teams as needed.

Why this is your dream job

This role is a great opportunity for a highly motivate emerging communications leader to shine. As the external communications intern, you will support A Better Chicago's strategic communications strategy, including thought leadership, digital marketing, events, and donor development. This position offers the opportunity to engage with 18 high-performing, high-impact Chicago non-profits organizations. Additionally, this role provides the opportunity to work with a collaborative and ambitious team and will provide meaningful exposure within the nonprofit, philanthropic and private sectors. If you are looking for an opportunity to be challenged and grow while making an impact, this is the role for you.

Why this is a challenging job

This is an active learning role. A Better Chicago is a lean, entrepreneurial organization with high standards and ambitious targets. You should expect to work hard, while gaining meaningful transferrable skills. You will receive meaningful support from your teammates along the way. The right person will be excited about these aspects of the role and will have a track record of thriving in demanding environments.

Specific responsibilities include, but are not limited to:

- Assist in the management of content across social media platforms and websites
- Manage and update media lists and contact list
- Assist in story bank and campaign building
- Complete administrative duties
- Assist in internal communications
- Complete internship capstone project of your choice
- Writing and editing blog posts and website articles
- Additional tasks as needed

REPORTS TO: Communications Associate

CANDIDATE REQUIREMENTS

The ideal candidate may bring experience from the private, public and/or nonprofit sectors and will possess the following qualifications and attributes:

- An interest in the non-profit sector.
- A desire to understand A Better Chicago's mission to drive socioeconomic change through investing in organizations creating high-quality opportunities for Chicago students.
- Skills and experience:
 - Solid understanding of the different social networks
 - Current enrollment or recent graduate of a related university/college program
 - Strong project management skills, ability to prioritize tasks and meet deadlines in a fast-paced environment
 - Organizational skills and an attention to detail
 - Verbal and written communication skills
 - Sense of initiative, "can-do" attitude and proactive willingness to suggest improvements or develop creative solutions to challenges and processes
 - Excellent interpersonal, relationship building and teamwork skills
 - Ability to adapt to changes in work assignments, deadlines and team environment
- Demonstrated commitment and track record of excellence across A Better Chicago's values:
 - **Courage:** *We proactively step up to challenges, make tough decisions and act decisively. We say what we believe, even if it's unpopular*
 - **Empathy:** *We respect and seek to understand a diverse range of perspectives from our teammates, partners and the communities we serve*
 - **Judgment:** *We make wise decisions despite ambiguity. We cut through noise to focus on the most important issues*
 - **Drive:** *We bring an ownership mindset and hold ourselves accountable to delivering results. We have a bias toward action*
 - **Innovation:** *We develop creative solutions that enable us to overcome obstacles and achieve more for Chicago's youth*
 - **Stretch:** *We get better every day through feedback, reflection and growth*
 - **Self-awareness:** *We work to understand our abilities, our growth opportunities and the impact of our actions on others*
 - **Positive attitude:** *We bring energy, optimism and a sense of possibility to our work, especially in difficult times*
 - **Teamwork:** *We support our colleagues to be their best. We work collaboratively to solve problems. We put our team above ourselves*

COMPENSATION AND BENEFITS

Our interns receive either a monetary stipend or we can work with their educational institutions to provide academic credit.

TARGETED START DATE: October 21, 2020

LOCATION: Chicago, IL

TO APPLY, SEND COVER LETTER AND RESUME BY OCTOBER 14,2020 TO: communications@abetterchicago.org

A Better Chicago is an equal opportunity employer and welcomes candidates from diverse backgrounds.