

Non-Profit Administration Internship

Location:	Chicago, IL
Length of Opportunity:	1 Semester or Full Academic School Year
Hours per Week:	15 - 40 hours, unpaid
Name of Supervisor:	Rebecca Sheehy, <i>Volunteer Program Manager</i>
General Function:	World Relief Chicago, along with local church partners, serves refugees and immigrant populations through case management services, English language training, mental health services, immigration legal services, and youth programs. Interns are a valued part of our team!

This internship is a unique opportunity to gain professional experience and cultivate your interests in social justice, community development, and cross-cultural perspectives. You will be exposed to the full range of our resettlement services and community development by working within the Volunteer Department to impact all program areas of World Relief Chicago.

Duties:	<ul style="list-style-type: none">• Provide project management for new initiatives and improvement projects.• Field inquiries from community members, prospective clients, and volunteers.• Schedule and provide day-of support for orientations and trainings.• Manage and track outreach contacts through recruitment life cycle.• Event planning for fundraising, educational, and social events.• Research and reporting for grant development and prospective funding sources.• Site visits to assist with off-site programs and recruiting efforts.• Track performance indicators to analyze the completion of short and long-term goals.• Opportunity to tailor internship to field of study or area of interest.
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Knowledge, Skills, & Abilities:

- Experience with Microsoft Office Suite and Google Docs.
- Experience with Sharepoint, Basecamp, Raiser's Edge and Constant Contact a plus.
- Comfortable working with individuals from many cultural backgrounds.
- Ability to produce work within a quick turnaround time.
- Flexible, energetic and motivated team player.
- Ability to start and work on projects independently and follow through to completion.
- Able to advance World Relief's mission, vision and values through personal faith and commitment to the local church.

Experience Required:

We are seeking confident, humble candidates who are detail and goal-oriented, self-directed, empathetic, and cross-culturally competent. You should have a demonstrated ability to communicate professionally, to prioritize and manage responsibilities, and to learn new things. You should support the mission, vision, and values of World Relief Chicago.

Work Environment:

- Office located in Albany Park, a diverse neighborhood in Chicago, IL
- Easily accessible by public transportation
- In-office coffee, tea and occasionally free lunch
- Co-workers who are helpful and passionate about what they do!

To apply for this position, please send a resume and cover letter to chicago@wr.org