



THE CHICAGO NETWORK

Intern Job Description

About The Chicago Network

The Chicago Network (TCN), an organization that connects women leaders, is seeking an exceptional college student to fill an open internship position very soon. This is a great opportunity for a student to gain exposure to a successful non-profit association with a broad and influential membership base (450+ leading women). The digital backbone of our organization is an online platform called MemberLeap – through this, we manage our member database as well as TCN's website. You would work within this database as well as in Constant Contact on writing and formatting a weekly e-Newsletter.

The Chicago Network Vision

As the preeminent organization for Chicago's leading professional women, we are compelled to:

- Connect with each other for professional and personal growth
- Advance our civic, business and philanthropic communities
- Inspire and support the next generation of women leaders

Intern Responsibilities

- Utilize Constant Contact to maintain up-to-date member email addresses and design event invitations
- Also use Constant Contact and TCN's google alerts to assist with the completion of weekly newsletter;
 - Compile newsletter submissions, writing announcements when necessary, and formatting content using newsletter template in Constant Contact
- Utilize MemberLeap and WordPress, TCN's member database and content management system, to help update or create webpages and event registration modules; May also include updating profile information and pulling reports on 450+ members
- Gather digital metrics on email invitations, event attendance, TCN webpages and social media sites
- Assist staff with preparation as needed for TCN programs and major initiatives
- Support Communications Associate by assisting with additional requests as needed
- Must be able to use Microsoft Office applications such as Excel and Word (advanced knowledge of Excel is a plus but not necessary for a candidate who is willing to learn); Adobe Photoshop and/or Adobe InDesign experience is desirable (but not necessary for a candidate who is willing to learn); Prior knowledge of Constant Contact or MemberLeap are not required

Qualifications

- Six to seven hours (of up to 15 hours) of work must take place Monday through Wednesday each week
- Sophomore or Junior in college
- Proactive worker who is responsible with minimal supervision
- Respect for The Chicago Network mission and membership
- Excellent organizational as well as verbal and written communication skills
- High learning capacity for software and database platforms
- Attention to detail
- Proficiency in Microsoft Word, Excel, and PowerPoint
- Must be able to commit to a one-year paid internship

Compensation

- Paid internship - \$15/hour
- Max 15 hours per week

To Apply

Send a cover letter and resume to: Nathan Upchurch: [mailto:nupchurch@thechicagonetwork.org?subject=Intern Application](mailto:nupchurch@thechicagonetwork.org?subject=Intern%20Application)