



Chicago Loop Alliance (CLA) – Communications Internship

Reports to: Marketing Director

CLA Mission: The mission of Chicago Loop Alliance is to create, manage and promote high-performing urban experiences attracting people and investment to the Loop.

Description:

The Communications Intern provides day-to-day administrative support to the Marketing Department and our communications efforts. The Communications Intern should be willing to work on a variety of marketing and communications projects utilizing skills in writing, website maintenance, and email communications. In addition, intern will be responsible for answering phones, greeting guests and supporting other CLA staff members as necessary.

Communications Responsibilities:

- Assist with all email communications distribution
- Assist with database management and support for email communications lists
- Support Marketing Manager with uploading content for the website through our CMS
- Assist in the delivery of marketing collateral promoting CLA events and programs
- Coordinate calendar and invitations for Marketing Committee meetings and assist with minute-taking
- Provide excellent customer service for CLA members

Other Responsibilities:

- Provide front desk and phone coverage, directing calls as necessary and greeting visitors
- Perform other related duties of a comparable level/type as assigned

Qualifications and Specifics:

- Pay Rate: \$12.50 per hour
- Availability of 24 hours per week (schedule to be mutually agreed upon)
- Undergraduate or recent graduate preferred in Non-Profit Management, Communications, Business or related fields
- Highly organized and detail oriented



- Excellent interpersonal skills both in person and by phone, with high professionalism and customer service
- Proficient in using the latest versions of Microsoft Word, Excel, PowerPoint, and mail merges
- Experience with membership organizations and/or community outreach preferred
- Database experience preferred
- Good sense of humor
- Physically capable of walking and light lifting
- Ability to work some early morning and evening events, including the Chicago Loop Alliance Foundation Gala (Friday, September 15, 2017)

To Apply & Timeline:

Applications accepted until filled (no phone inquiries please)

Send cover letter and resume titled: Communications Internship to resumes@chicagoloopalliance.com

Start Date: TBD (This internship is a minimum three-month commitment)

For additional information about Chicago Loop Alliance visit <http://loopchicago.com/>