



Chicago Loop Alliance (CLA) – Marketing Internship

Reports to: Marketing Manager

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 Marketing Intern provides day-to-day administrative support to the Marketing Department and our communications efforts. The Marketing Intern should be willing to work on a variety of marketing and communications projects utilizing skills in content writing, social media (Twitter, Facebook, Instagram), and graphic design. In addition, the intern will be responsible for answering phones, greeting guests and supporting other CLA staff members as necessary.

Marketing Responsibilities:

- Assist with all social media content creation and scheduling based on our monthly editorial calendar for platforms including Twitter, Facebook and Instagram
- Assist with design projects according to campaign requirements utilizing tools such as InDesign and Photoshop
- 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



- Experience monitoring social media platforms, scheduling content, and tracking analytics in a professional setting
- Experience working in Photoshop, InDesign, and Illustrator
- 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
- Good sense of humor
- Physically capable of walking and light lifting
- Ability to work some early morning and evening events

To Apply & Timeline:

- Applications accepted until filled (no phone inquiries please)
- Send cover letter and resume titled: Marketing Internship to resumes@chicagoloopalliance.com
- Start Date: TBD (This internship is a minimum three-month commitment)
- Applications due Wednesday September 13th
- If selected for an interview, these will take place on September 19th/20th
- For additional information about Chicago Loop Alliance visit <http://loopchicago.com/>