



Position:

Membership and Events Internship

Vision and Mission:

The Chicago Loop is a global center and world class destination for business, creativity and intellectual pursuits. Chicago Loop Alliance (CLA) creates, promotes, and manages an urban experience that attracts people and investment. CLA secures this vision through planning & advocacy, enhanced services, research, activation of public spaces, and economic development.

Reports to: Director of Membership Relations & Events

Job Summary

The Membership and Event Intern provides day-to-day administrative support to the Membership Department and will assist with the Annual Illumination Gala and other events. In addition, the Intern will be responsible for answering phones, greeting guests and supporting other CLA staff members as necessary.

Membership Responsibilities:

- Assist with processing member applications and updating membership database
- Provide administrative support before and during membership events, including tracking RSVPs, printing name tags and acting as check-in lead
- Assist in coordination of all Membership Committee meetings
- Provide support in collecting membership dues
- Provide excellent customer service for CLA members

Event Responsibilities:

- Responsible for managing the Annual Illumination Gala invite and attendee list, including updating mailing list, tracking ticket/table/sponsorship purchasers and seating arrangements
- Assist with tracking payments and sending acknowledgment letters
- Serve as check-in lead, supervising event volunteers

- Provide additional administrative assistance as necessary for Gala and approximately 15 additional, small scale membership events

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
- Assist the Director of Finance and Operations with special projects

Qualifications:

- 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 Outlook, Microsoft Word, Excel, PowerPoint, and mail merges
- Experience with membership organizations and/or community outreach preferred
- Database experience preferred
- Event experience preferred
- Good sense of humor
- Physically capable of walking and light lifting
- Availability of 24 hours per week (schedule to be mutually agreed upon; March – late September)
- Ability to work some early morning and evening events, including the Chicago Loop Alliance Foundation Annual Illumination Gala (Date TBD – mid September)

Compensation:

\$15.00 per hour

To Apply & Timeline:

Send cover letter and resume titled: Membership and Events Internship to resumes@chicagoloopalliance.com. Applications accepted until filled (no phone inquiries please). Start date to be determined.

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