

Program Assistant Intern

Position: Program Assistant Intern
Supervised by: Program Officer, Women's Leadership Development
Status: Part-time (10 hrs./week)

About Chicago Foundation for Women

Chicago Foundation for Women (CFW) is a public foundation working to advance gender equity, which we believe to be inherently interconnected with racial, economic, and health equity. CFW envisions a world in which all women and girls, transgender, and gender nonbinary people have the opportunity to thrive in safe, just, and healthy communities. We celebrate the spectrum of identities and experiences of women and girls, uplift their leadership and center the voices of the community to achieve true equity. To support our philanthropy, the Foundation promotes increased investment in women and girls, raises awareness about their issues and potential, and develops them as leaders and philanthropists. Since 1985, the Foundation has awarded over \$45 million to hundreds of organizations that help achieve its mission of gender equity across the Chicago region.

CFW looks at the broad spectrum of needs of all women. We support the areas of freedom from violence, economic security, and access to health, which we see as integrally related and are paths forward toward an equitable society.

Chicago Foundation for Women is committed to becoming an anti-racist institution. CFW is committed to engaging in continual analysis and essential restructuring to ensure the Foundation's way of being is one that wields shared power and holds itself accountable to racially oppressed groups to achieve its gender equity goal.

About Willie's Warriors Leadership Initiative:

Willie's Warriors is a prestigious leadership initiative under CFW, designed to empower young women of color in Chicago. Named after Reverend Willie Taplin Barrow, this program aims to foster leadership skills, community engagement, and lasting social impact among its participants.

About the internship:

The Program Assistant Intern will play a pivotal role in supporting the execution and enhancement of programming for both the current cohort and alumni of Willie's Warriors. They will work closely with the Program Officer and other team members to ensure the smooth operation of events, workshops, and initiatives that empower and engage program participants. Additionally, the intern will assist in organizing and promoting programming and larger social events that elevate the visibility and impact of the program within the community.

Responsibilities include:

- Support coordination and logistics of in-person and virtual workshops, alumni events, and special events.
- Help videographer coordinate videos that capture the stories and achievements of Willie's Warriors participants and alumni for 100th birthday celebration.
- Support the Program Officer in communicating with program participants and alumni, ensuring they are informed about upcoming events and opportunities.
- Collect feedback and evaluations from program participants to assess program effectiveness and identify areas for improvement and support the creation of evaluation reports.
- Create engaging content for the Willie's Warriors alumni newsletter, focusing on program updates, participant stories, and alumni success.
- Conduct interviews and gather testimonials to showcase the impact of the program on individuals and communities.
- Collaborate with the CFW team to promote program events and achievements through various channels, including social media and newsletters.
- Provide administrative support such as data entry, updating program databases, and organizing files and documents related to program activities.
- Attend CFW and Willie's Warriors advisory meetings, take notes, and assist in preparing meeting agendas and follow-up tasks as needed.
- Assist with other duties and projects as assigned to support the overall mission and goals of Chicago Foundation for Women.

Work Environment:

- Business hours - 9:00am to 5:00pm, Monday through Friday, this position is hybrid.
- Occasional night and weekend hours are required to attend and assist at Foundation events.
- This position operates primarily in an office environment that is accessible. Some work at off-site locations may be required and those may not necessarily be fully accessible.
- This role routinely uses standard office equipment such as computers, phones, photocopiers, scanners, and filing cabinets.
- The intern may be asked to lift and/or move objects up to 25 pounds.
- Travel between the primary office and other locations may be required.
- Workplace is a smoke- and drug-free environment.
- CFW is an equal opportunity employer and seeks to employ qualified individuals based on individual merit. CFW does not discriminate against any individual with respect to the terms and conditions of employment based on that individual's race, sex, age, religion, color, national origin, disability, genetic information, marital status, veteran status, sexual orientation, gender identity or expression, housing status, or any other non-merit factor protected under state, local or federal laws. Equal Employment Opportunity applies to all personnel actions such as recruiting, hiring, compensation, benefits, promotions, training, transfer, termination, and opportunities for training. CFW is committed to a fair and

equitable workplace where everyone is a respected and valued member of the team.

Qualifications:

- Current enrollment in or recent graduate from a college/university program in Social Work, Nonprofit Management, Public Administration, Communications, Marketing, Journalism, or related field, and/or 1-4 years of relevant work experience.
- Strong organizational and time management skills, with the ability to prioritize tasks and manage multiple projects simultaneously.
- Excellent communication skills, both written and verbal, with a professional and courteous demeanor.
- Ability to work effectively both independently and as part of a team, with a positive and proactive attitude.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and Google Workspace (Docs, Sheets, Slides).
- Commitment to social justice, women's empowerment, and community development.
- Previous experience in event planning, program coordination, or nonprofit work is a plus.
- Must have the ability to work at least 10 hours per week.

Compensation:

Paid internship of \$20 per hour, 10 hours per week for approximately 8 months.

Application Process:

Please submit a resume, cover letter, and any relevant academic or professional references to careers@cfw.org. In the cover letter, explain your interest in the position and how your skills and experiences align with the goals of Willie's Warriors and the mission of Chicago Foundation for Women.

Additional Information: Learn more about Willie's Warriors Leadership Initiative at [Willie's Warriors Program](#). Learn more about Chicago Foundation for Women at cfw.org.