

## **Intern — Fall 2009 (Chicago, IL)**

### **Opportunity**

Seeking volunteers/student interns to assist the Managing Director with the overall growth and strategic direction of the organization in Chicago as well as to assist with the day-to-day administration, operations, and logistics. Specific duties include:

- Drafting and producing marketing/promotional/press materials for Step Up programs and events
- Preparing materials for volunteer, fundraising, professional development, or other Step Up events
- Making phone calls and writing letters/emails relating to membership, events, fundraising and programs with members, donors, potential sponsors, and other program partners
- Assisting with event production
- Assisting with meeting preparation for the Step Up Board of Directors and Committees
- Researching fundraising and sponsorship opportunities
- Managing prospect, membership, and business information and materials in the Step Up database and by other means
- Writing articles for the monthly newsletter
- Handling out-of-office errands, as necessary
- All other office administrative support and special projects as needed

### **Commitment**

This is a four month position from September 1 through December 31, 2009. A minimum of two days or 20 hours per week is required. Some evening hours may be necessary for events.

### **Compensation**

- Training in non-profit management, marketing, and all around business practices
- Resume building experience tailored to your interests and skills
- Ability to work closely with the Managing Director
- Attendance at high level events with the opportunity to network with dynamic women
- Class credit is offered

### **Qualifications**

Graduate-level students are preferred; however, **Step Up will consider candidates studying for their bachelor's degree or with 2+ years of office experience.** The selected candidates will have the following additional qualities:

- **Passionate about our mission and women's issues**
- Excellent verbal and written communication skills
- Team player with a positive, professional, can-do attitude
- Strong attention to detail and care to deliver quality, professional work
- A flexible self-starter that does not require heavy supervision
- High level of organization and the ability to multi-task
- Proficient in Microsoft Word, Excel and Outlook

### **To apply**

Please email your resume and a cover letter to Gina Marotta, Managing Director, at [gina@suwn.org](mailto:gina@suwn.org) **by August 14, 2009.** No phone calls please. Step Up will contact all those we wish to interview.