



## SUMMER 2018 FELLOWSHIP PROGRAM

### OVERVIEW

The Big Shoulders Fund, a non-profit founded in 1986 that supports 76 inner-city Catholic schools in Chicago, seeks college students, recent graduates and graduate school candidates for a unique opportunity to build awareness for Big Shoulders Fund schools and promote inner-city Catholic education. Candidates will be helping to build enrollment in schools throughout Chicago.

This is a part-time, paid marketing-focused internship based at Big Shoulders Fund supported schools, under the supervision of local school staff. Ideal candidates have a background or major in marketing or communications or community organizing. Some evening and weekend hours required.

### RESPONSIBILITIES

- Support the marketing and enrollment efforts of individual Big Shoulders Fund schools by assisting with related tasks, including:
  - Designing and producing marketing pieces (e.g. signs, banners, flyers);
  - Updating/supporting website and social media pages on behalf of the school;
  - Developing and placing ads with various media outlets (e.g. local paper, Facebook, radio);
  - Participating in phone banks to follow up with prospective parents;
  - Canvassing school neighborhoods with support of school parents and/or staff; and
  - Completing other related tasks as needed.

### PROFESSIONAL BENEFITS

- Serve as part of a dynamic team focused on providing outstanding educational opportunities for inner-city families
- Develop skills in communications, marketing, community outreach and leadership
- Experience working for a longstanding, independent 501(c)3 with high profile in the city of Chicago
- Build a network of professional contacts across Chicago

### REQUIRED QUALIFICATIONS

- Experience in marketing, communications, web development, social media or community organizing
- Excellent verbal and written communication skills; superb interpersonal abilities
- Capable of both a high degree of independence and teamwork in responsibilities
- Strong organizational and time-management skills
- Innovative and creative approach to tasks
- Energetic and enthusiastic about inner-city Catholic education
- Must have access to reliable transportation daily; this position is based at the schools
- Ability to commit to approximately 20 hours/week over 10 weeks (June – August with a one week break in July)

**Ability to read/write/converse in Spanish would be valuable but not required.**

### TO APPLY, SEND COVER LETTER AND RESUME TO:

Elizabeth Tracy  
Big Shoulders Fund  
212 W. Van Buren St., Ste. 900  
Chicago, IL 60607  
[etracy@bigshouldersfund.org](mailto:etracy@bigshouldersfund.org)

#### **What former fellows are saying about the program...**

*"I really got exposed to the marketing field and that was a great experience."*

*"I liked working for a non-profit because it gives me the opportunity to interact with a community and work for a good cause."*

*"I really enjoyed being able to assist in the schools in a meaningful way."*

*The mission of the Big Shoulders Fund is to provide support to the Catholic schools in the neediest areas of inner-city Chicago. 100% of the funds raised by the Big Shoulders Fund are used to support children through scholarships, special education programs, instructional equipment, school facility improvements, faculty support, and operating grants.*