



About us

WE ARE

Hi, we're the Northwest Center (NWC). We're a community-based organization rooted in and serving Belmont Cragin and the greater Northwest side of Chicago.

At the NWC, there's a thread that brings together everything we do. It's about connection. Human connection. Connecting folks to the right people, the right resources, the right skills, in the form of a listening ear, a helping hand, or a warm hug. We're about cultivating and sustaining an environment of empowerment. Inclusivity. Justice. Equity. So residents can keep building their neighborhood into the home they want it to be.

As we say to community members, it's *your* neighborhood. Your street. Your family. Your home. And we are here to help ensure that it stays that way. Because at the end of the day, that connecting thread leads right back to you.

MISSION

Our mission is to respond to the needs of the community by leveraging resources to improve the economic well-being and quality of life in Belmont Cragin and the surrounding communities.

VALUES

Resident-led | Community residents are at the forefront of our work, and our team, from our board to our staff, reflects the community.

Innovative | Innovative programs and organizing campaigns drive our work and differentiate us from others.

Relational | Strong relationships advance and enhance our work.

Data-driven | We use data from the community to plan and inform all our work.

Responsive | We were born out of, and continue to be, responsive to the needs of the community.

CULTURE

At the NWC, you will work with a team of collaborative, thoughtful, trauma-informed, and racial justice-oriented people. You'll be part of a team that values equity and consensus-based decision making.

Our office is like a home where guests are always greeted and called by their name, and offered a warm cup of coffee. Our workspace bustles with our team, participants, and community members; youth, parents, older adults. And our people understand that it takes a unified team committed to our values to carry out our work. Our audience is often composed of people who we're meeting during times of hardship and change. So when we greet folks, pick up the phones, or help a colleague out with refilling the printer paper, we do so with compassion and empathy. *Y lo hacemos juntos.*

About you

POSITION OVERVIEW

The NWC Development team is seeking a Social Media and Marketing Intern to help us amplify our story through smart design, compelling content, and sharp writing. Reporting to the Marketing Coordinator, you will create social, web, and newsletter content that advances our team's goals to raise funding, visibility, awareness, and participation in Northwest Center programs, services, campaigns, and initiatives.

YOU ARE

A passionate storyteller, creative writer and designer, social media savvy, team player. You like working with a diverse team of people, listening to needs and ideas, and turning around a high volume of deliverables.

YOU BRING

- Graphic design skills
- Stellar writing skills that will lend to crafting informative, creative, persuasive, and compelling content (impact stories, flyers, infographics, event promos, calls to action, donor appeals,)
- Energy and excitement collaborating with others
- A demonstrated commitment to racial equity and social justice
- Ability to work within established timelines and respond to communications and deadlines with timeliness
- Experience with Microsoft Suite, Canva or equivalent design tools, Squarespace or equivalent web platforms, Facebook, Instagram, and Twitter
- Bonus: experience with photography
- Bonus: bilingual English/Español

YOU'LL DO

CONTENT CREATION & SOCIAL MEDIA MANAGEMENT

- Support the Marketing Coordinator in responding to org-wide marketing requests, needs, and ideas

- Prepare a variety of print and digital materials (flyers, social media graphics, one-page explainers)
- Produce impact stories to be used in grants, and shared with donors, funders, and supporters through our blog, newsletter, and social media. This involves interviewing participants, community members, and staff for testimonials and context.
- Develop and publish social media content in accordance with our content calendar and timeline
- Contribute to the data-driven strategy of the marketing/development team by reporting back social media insights and data to improve audience engagement, action, and reach
- Ensure cohesion of the Northwest Center's brand and tone of voice across all materials

TIMELINE AND COMPENSATION

This internship is for a period of 8 months beginning 10/11/21 with the possibility to renew post June 2022 and includes a \$700 monthly stipend. The expected time commitment is 5-10 hours weekly.

Apply!

Does this sound like you? Apply!

Email your resume, a half-page intro & interest statement, and a work sample that demonstrates your writing and design skills. This could be a pre-existing or new mock-up blog post, social media graphic, newsletter blurb, one-pager, infographic, or other similar piece of collateral.

Send to: slabaugh@northwestcenterchicago.org
by 10/8/22

Equal Opportunity Employer

Northwest Center is committed to diversity among its staff, and recognizes that its continued success requires the highest commitment to obtaining and retaining a diverse staff that provides the best quality services to supporters and constituents. We strongly encourage diverse candidates— people of color, immigrants, women, gender nonconforming, and people with disabilities, to apply.

Decisions and criteria governing the employment relationship with all employees are made in a non-discriminatory manner, without regard to race, ethnicity, creed, religion, color, sex, sexual orientation, gender identity or expression, age, national origin, citizenship status, military service and/or marital status, order of protection status, handicap, disability, or any other factor determined to be unlawful by federal, state, or local statutes.