

STEANS FAMILY FOUNDATION INTERNSHIP OPENING

About the Foundation

The Steans Family Foundation concentrates its grant making and programs in North Lawndale, a challenged but revitalizing neighborhood on Chicago's west side. By dedicating time, money, and skills, this small family foundation works in partnership with local residents, community-based organizations, and city-wide institutions to build and enhance the North Lawndale community. The Foundation's work supports the idea that effective revitalization can occur within the indigenous social and economic networks that create and sustain communities.

Program & Grants Management Intern

The Steans Family Foundation's programs focus primarily on education (early childhood through college graduation), community stabilization, and career success. The Intern will assist the Program Director with daily operations, as well as new or on-going projects, to meet the needs of the Foundation.

Specific responsibilities include but are not limited to: programmatic research and development, including literature reviews; assisting with review and analysis of grantee reports and/or proposals, including contacting grantees to schedule follow up appointments, conducting background research and due diligence for proposed projects and managing grantee correspondence; coordinating meetings, developing a community asset map; assisting with public awareness campaign development; evaluation and information management support, including building a database of school, non-profit, and grantee information, including numbers served, outcomes targeted and achieved. Each intern will be assigned specific responsibilities.

Internship Dates: To be negotiated with each intern. The preferred time commitment is 10 weeks at 20 hours/week. Another possibility is 20 weeks at 10 hours/week. There is also flexibility to continue for six months or one year depending on mutual interests.

While working remotely is permitted, we require that at least half the hours occur at our downtown office, located at 50 East Washington

Internship Requirements:

- Must be a current graduate student or recent undergraduate alumnus (within 1 year of graduation date)
- Have excellent verbal, interpersonal skills with strong research and writing skills
- Have excellent organizational skills, project management, and attention to detail
- Work well independently and as a flexible team member in response to the Foundation's evolving needs
- Ability to efficiently manage multiple tasks and meet deadlines
- Ability to process and protect confidential information
- Ability to respectfully communicate and work with community residents and diverse social service agencies

Preferred Qualifications:

- Pursuing a degree in Education, Nonprofit Administration/Public Policy, Urban Planning, or other related fields

This is not a paid internship. Interns are not considered employees of the Foundation. We thank all applicants for their interest; however, only applicants selected for an interview will be contacted.

How to Apply

Please send your resume, proof of status as current student or recent graduate, an existing writing or work sample and two references to yknight@fic-sff.com