

Organization: Pritzker Traubert Foundation

Position: Intern (remote)

Background of Foundation:

The Pritzker Traubert Foundation has been investing in people and programs that enrich the lives of Chicagoans for the last ten years. Our small team partners with visionary leaders in the public and private sectors who share our values and mission. In the next decade, we will invest \$100 million dollars to make economic opportunity possible for more individuals and communities in Chicago, focusing on the following three areas:

- Investing in Chicago communities by sparking new enterprise and job creation that benefit residents
- Preparing for the future of work by promoting employer-driven solutions
- Building capacity in innovative leaders and institutions focused on increasing mobility from poverty

In August 2020, we announced the recipient of our \$10 Chicago Prize competition to support community development on the South or West Side. Learn more about the Foundation and the Chicago Prize: ptfound.org.

Position Summary:

The Intern is a temporary remote position that will be responsible for assisting with a variety of operational and programmatic tasks. Our core working hours are 8:30 am-5:00 pm, Monday through Friday, but the hours for this position are flexible and vary based on the tasks and projects any given week. We anticipate the position will involve around 20 hours per week. The internship will be conducted over 8-10 weeks, but exact dates are flexible based on your availability to start. The internship is remote, and all meetings will be conducted virtually.

Major Responsibilities:

- Perform research on issues related to areas of focus, including but not limited to community investment, the future of work, and building capacity.
- Provide support for meetings, including preparation of materials, notetaking, and follow-up.
- Provide support for internal operations and administration, including records management.
- Undertake special projects upon request, e.g. support development of communications materials.

Preferred Qualifications and Experience:

- Smart, high-energy person, who can multi-task
- Passion for social impact work
- Strong attention to detail and deadlines
- Ability to work with minimal supervision and be a strong team player
- Excellent written and oral communication skills
- Flexible and motivated to assume additional responsibilities as assigned

This job description is intended to convey the essential functions and requirements of the position. It is not an exhaustive list of the skills, efforts, duties, responsibilities or working conditions associated with the opportunity.

We at Pritzker Traubert Foundation are united with those who seek racial justice. Chicago needs to do better. Our work, programs, and hearts are and will always be deeply committed to making Chicago better. Because of this value, we are committed to fostering and cultivating a culture of diversity and inclusion, and highly encourage candidates of color to apply for this internship.

Compensation: \$2,000 stipend

The Pritzker Traubert Foundation has hosted numerous Harris interns in the past with great success and looks forward to your application. Please note that finalists for the position will need to submit to a background check.