

Chicago Women's Health Center

Development Internship

Chicago Women's Health Center (CWHC) was established in 1975 as a feminist health collective. CWHC's mission is to facilitate the empowerment of women and trans* people by providing health care and health education in a respectful environment where clients pay what they can afford. CWHC does this through the following programs: Primary Care, Gynecology, Counseling, Alternative Insemination, Integrative Health, and Outreach & Education. All services are provided on a sliding scale and regardless of a client's ability to pay. CWHC values diversity, striving to represent the communities it serves and to be affirming of all identities and life experiences. CWHC's modified collective structure means that every member has input into policy decisions and shares responsibility for the work of the organization.

Purpose of Development Internship: Provide administrative support, as well as grants research and social media development, to Chicago Women's Health Center's Administrative Committee.

Responsibilities:

- Grant prospect research
- Gift acknowledgement
- Best practices research
- Maintaining constituent database, including data entry
- Assisting in the production of CWHC's e-newsletter, website, social networking sites, and other communications efforts
- Coordinating fundraising and/or outreach special events
- Data entry and analysis for CWHC's client satisfaction and demographic surveys
- Assisting with program evaluation
- Completing other projects related to financial management, human resources, and board communication
- Supporting event planning (as needed)

Skills and Qualifications:

- Strong writing skills
- Excellent interpersonal communication skills
- The ability to work both independently and in a team environment
- Excellent organizational skills and proven ability to manage multiple assignments with accuracy and attention to detail
- Proficient in Microsoft Office, particularly Excel

To apply, please send a cover letter, resume, and writing sample to A.J. Barks, Development Director, at ajb@chicagowomenshealthcenter.org. Questions can be emailed to this address – no phone calls please.

CWHC is committed to building and maintaining a diverse staff. People of color are strongly encouraged to apply.