

**Chicago Women's Health Center
Development Internship - Summer 2019**

About Chicago Women's Health Center

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 and Responsibilities

To provide administrative, grants, and fundraising support to Chicago Women's Health Center's Administrative Committee. This internship is part of CWHC's Development team.

Responsibilities:

- Grant prospect research
- 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
- Completing other projects related to financial management, human resources, and board communication

Desired 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

Selection Process

Please send a cover letter, resume, and writing sample by email to A.J. Barks at ajb@chicagowomenshealthcenter.org by 5pm on Sunday, March 10, 2019. Questions can also be sent by email but please do not contact by phone.

Schedule and Compensation

The internship schedule is at least 12 hours per week for a minimum of 10 weeks. Schedule as well as start and end dates are negotiable. This is an unpaid internship.

*CWHC is committed to building and maintaining diversity in its staff, interns, and volunteers.
People of color and people of gender expansive identities are strongly encouraged to apply.*