POSITION: Membership Intern

PRIMARY OBJECTIVE: The membership intern is responsible for assisting the department with various administrative office assignments in addition to live, off-site events as scheduled. We’re looking for students who can commit 8-10 hours per week (for 12 weeks). This is a non-paying internship opportunity for college credit.

DUTIES & RESPONSIBILITIES:
Assists the membership and volunteer program coordinator with daily activities that include:

- Assist volunteer program coordinator prep items for off-site outreach events
- Still photography of events
- Mail pickup and prep of outgoing mail
- Perform duplication (copy), faxing, data entry and filing tasks as assigned

QUALIFICATIONS:
1. Enrolled as a part-time or full-time college student in a course of study related to communications; office administration; and business marketing.
2. Familiarity with MS Office (MAC/PC), copy and fax machines.
3. Strong organization, communication and computer skills; must be able to multi-task.
4. Professional demeanor.
5. Able to communicate with a diverse audience and represent WYCC in a professional manner, both online and at events.
6. Willingness to comply with FCC and PBS regulations and best practices.

WYCC Interns are required to submit to and pass a drug test and background check.
The City Colleges of Chicago is an equal opportunity/affirmative action employer.