

## Internship Job Description

Job Title:

Nonprofit / Community Development Intern

Description:

Are you...

interested in reducing income equality on a local level?

drawn to the ways in which a thousands-year-old tradition can impact lives today?

excited to learn from an experienced nonprofit entrepreneur who has a good sense of humor?

motivated by having control over your projects and timelines?

Perhaps this nonprofit internship is for you!

Work is assigned and supervised by Founder & Executive Director of Jewish Free Loan Chicago (JFLC).

**JFLC MISSION:** To aid and empower lower-income Chicagoland residents by providing interest-free loans in accordance with core Jewish values of dignity, compassion, and confidentiality.

**VISION:** A thriving and independently financially secure Chicagoland community.

Given the nature of non-profit work, the candidate should have a strong command of the English language, along with a passion for public sector service and community engagement. An ideal candidate will want to gain experience in grant writing, community outreach, communications, and entrepreneurship as this organization was founded in 2021.

Assignments are expected to be carried out under limited supervision, therefore only candidates with sound judgment, time management skills, and internal motivation should apply.

Essential Duties & Responsibilities:

- Outreach: Strategically increase awareness of organization's goals and the mission it serves to a wide audience. Develop and draft internal and external documents and materials to build or retain relationships with donors, volunteers, community members, and other supporters.
- Fundraising Activities: Coordination of existing fundraising efforts while exploring new approaches to generate support. Candidate will research and investigate new grant sources or innovative programs and present pertinent information.
- Perform assignments relating to program development, in particular our loan program.

Qualifications / Education: The best candidate(s) will be chosen from a pool of currently enrolled undergraduate or graduate students who can demonstrate that they seek to gain hands-on experience in grassroots community development at an organization tied to the International Jewish Free Loan network (IAJFL). You do \*not\* need to identify as Jewish to apply. People of color and those from underrepresented backgrounds are encouraged to apply.

Requirements: About 10-30 hours a week remote.

Compensation: While this is an unpaid internship, Executive Director may work with candidate to secure external funding for their time.

Application process: Interested candidates should send a brief cover letter, resume (including major and relevant experience), and a writing/project sample of their choosing to [Jewishfreeloanchicago@gmail.com](mailto:Jewishfreeloanchicago@gmail.com).

For Northwestern Students: if you are interested in working 25-30 hours a week SIGP might be a good way to earn income while doing this internship (please note deadlines for this grant and that you can apply for SIGP before your internship has been finalized)  
<https://www.northwestern.edu/careers/programs-opportunities/sigp/>