



JOIN OUR TEAM

PROGRAM INTERN (REPORTS TO THE PROGRAM MANAGER)

ORGANIZATIONAL BACKGROUND

Kids First Chicago is a 501(c)3 non-profit organization that works to ensure that every child in Chicago has access to a high-quality public education. We believe that a healthy education environment where kids, schools, and communities thrive is the key to a world-class city. We believe that those closest to our students—families, community members, and educators—are best equipped to design policies and systems that will improve equity and lead to stronger outcomes for our students, our communities, and our city.

Our strategies include:

- We support communities and families to identify, navigate to, and advocate for high-quality public education for their children and neighborhoods.
- Together with families, we partner with city and district leadership to design and implement policies that prioritize community members' needs; and
- We steward the facts by sharing unbiased data analysis and research with communities, educators, and policymakers to inform fact-based, inclusive decision-making on public education.

ABOUT THE ROLE

Kids First Chicago (K1C) seeks a Summer Program Intern to support our Parent Leadership Fellowship. Our Parent Leadership Fellowship (PLF) is a Fellowship co-designed with parents that aims to grow and activate their individual and collective power. Parent leaders learn about the principles of community organizing and the history of Chicago public education with a focus on racial justice and equity. It is a program that parents commit to monthly training sessions as well as other programmatic activities, such as community outings, racial healing circles, and campaign actions. This Intern will work closely with our Senior Community Engagement Manager.

The Intern will gain insights into how K1C works to support CPS parents and families in elevating their voices and shaping education policy and systems to better support their children and families.

WHAT YOU BRING

First and foremost, we are looking for amazing people who have diverse backgrounds and experiences, are inspired by our mission, and are highly motivated to change children's lives through education. We value diversity in terms of ethnicity, race, socioeconomic status, sexual identity, gender, religion, language, ability, and experience, and our team at all levels shows this. You'll be right at home here if you cultivate strong relationships and push yourself, your work, and the people around you to the next level. We encourage those with the following identities to apply: Black, Latinx/a/o, Asian American, and Pacific Islander, Indigenous people, LGBTQIA+ and non-binary people, veterans, people living with disabilities, and others with lived experience of being part of marginalized communities.

COMPENSATION
\$19/hour

START & END DATE
June 3rd - August 9th, 2024

RESPONSIBILITIES

- Support on the day of the current PLF cohort's graduation and kickoff of the new cohort
- Create staff sign up process to support in different roles during PLF sessions
- Identify and reserve spaces throughout South Side communities for in-person PLF sessions
- Research local catering vendors on the South Side for in-person sessions
- Create a collection of vendors and potential locations to host PLF in all regions
- Support onboarding operations of new cohort members
- Support engagement planning of PLF alumni

SKILLS & COMPETENCIES

- Excellent written and verbal communication skills
- Ability to build relationships quickly with staff, parents, and community members
- Creative and dynamic thinking
- High degree of comfort with technology and Google suite
- Comfortability with design and social media platforms
- Interest in project management
- Experience in low-income communities is preferred
- Spanish speakers are strongly encouraged to apply

ADDITIONAL REQUIREMENTS

Being fully vaccinated against COVID-19 is a condition of interning at Kids First Chicago. This includes receiving a booster shot, if eligible. If you receive an invitation to interview, we can answer any questions you may have during the interview process. This includes those with underlying health conditions or other circumstances that might preclude you from being vaccinated. If an offer of internship is extended, interns are expected to provide proof of vaccination prior to their start date.

APPLICATIONS

To apply, please email your cover letter and resume to jobs@kidsfirstchicago.org. Please include the position name in the subject line of your email. The deadline to apply is April 30, 2024.