



JOIN OUR TEAM

DEVELOPMENT & COMMUNICATIONS INTERN

REPORTS TO SENIOR GRANTS 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:

- Supporting communities and families to identify, navigate to, and advocate for high-quality public education for their children and neighborhoods.
- Partnering with city and district leadership to design and implement policies that prioritize community members' needs; and
- Producing 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 Development and Communications Intern to support our External Affairs department in advancing the organization's storytelling, partner engagement, and fundraising efforts. This role offers a unique opportunity to contribute to both communications and development work that elevates K1C's mission and impact.

On the communications side, the intern will support content creation across multiple platforms, including social media, the monthly e-newsletter, and blog posts. They will also help develop a "Story Bank" template to capture and organize stories from families and parent leaders, ensuring K1C can effectively highlight community voices in its outreach and communications.

On the development side, the intern will contribute to the planning and execution of programs and events designed to engage current and prospective partners. They will conduct a landscape analysis of local and national education philanthropy trends to inform fundraising strategy and support the Senior Grants Manager in drafting language for grant proposals and reports.

The intern will gain insight into how K1C builds relationships with partners, communicates impact, and secures resources to support Chicago parents and families in shaping education policy and systems that better serve their communities.

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.

RESPONSIBILITIES

- **Ongoing Peer Research & Messaging Development:** Continuously monitor and analyze how peer organizations communicate about systems-change and democracy work, and translate insights into refreshed messaging to inform and strengthen Kids First Chicago's communications across all our channels.
- **Grant Writing & Communications:** Contribute to Kids First Chicago grant writing and impact storytelling efforts, including developing case studies on our parent-facing programs.
- **Development Operations:** Support the development & external affairs team on ongoing projects, including cultivation/stewardship, special events, solicitations/appeals, etc.

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
- Experience with Salesforce is encouraged but not required
- Comfort with design and social media platforms
- Interest in project management
- Experience working with 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 an 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, 2026.

COMPENSATION & TERM

This is a 10-week internship running June–August 2026, paying \$20/hour for up to 40 hours per week.