Position Description
The Chicago Poetry Center is currently seeking a creative, versatile, and hardworking Programs Intern to support our programming efforts including supporting our education programs and special events.

The Programs Intern will work directly with the Director of Programs and the Communication Intern. They will support outreach efforts to schools, gather and input assessment and attendance data, compile school demographic information, and format student worksheets. The Programs Intern will also be responsible for using CPC’s student poetry blog to collect content for donor communications.

This position will be five (5) hours per week. This position will be remote and in-person as health and safety guidelines permit. Meetings will occur primarily over Zoom, and work product will primarily utilize GSuite. The position requires in-person hours (as safety permits) at various sites throughout the city.

The ideal candidate is comfortable in GSuite, especially with Google Docs, Classroom, Sheets, and Mail. The intern will also learn to use Airtable. Additional experience in design programs, HTML/CSS, and familiarity with WordPress are great bonus skills and are not required.

CPC is looking for a Programs Intern who is willing to learn on the job. Learning on the job includes both researching one's questions to see if the answer is within reach, and when it's not, asking for support.

This role is for someone who is eager to support an engaged, community-centered poetry and education focused nonprofit. Applicant can expect to expand their skills on the job and be a part of an open feedback workplace.

The Programs Intern will help the Programs teams with the following:
- Gathering data about schools and Chicago communities
- Organizing Education Program lessons and digital files
- Supporting Educational Program outreach with schools
- Tabulating student pre- and post-assessments
- Collecting and organizing student consent forms
- Logging out-of-school time attendance records
- Formatting student worksheets
- Assisting with content for donor communications

Timeline
The position is for five (5) hours per week, from June 13 - September 15, 2022. Weekly schedule will be determined by the Director of Programs considering the intern's schedule. Please indicate in your application if you are interested in a single summer term or have interest in continuing through fall and/or spring terms. CPC has a strong preference for supporting interns in long-term engagements over multiple academic terms. Weekly schedule will be determined by the Executive Director considering the Intern's schedule, and can flex throughout the year.

Requirements
As this position will require independent remote work, the intern must have personal access to a computer and internet. The intern may also be asked to make phone calls on occasion.
Chicago Poetry Center: Programs Intern

Internship Financial Support
Along with exemplary on-the-job experience and skill-building, the Chicago Poetry Center will pay the Programs Intern a $1000 stipend per academic semester.

About Chicago Poetry Center

Welcome, Creatives!
The Chicago Poetry Center has a small staff, but we are highly engaged and eager to welcome new interns to our team. We’re serious about what we do, but we have a lot of fun doing it. Our organization supports the flourishing of creative work across our great city, and as such, we love supporting creative minds and innovative thinkers.

The Chicago Poetry Center is a nonprofit cultural organization dedicated to supporting poetry in Chicago and beyond. Our reading series puts poetry on boats, in observatories, and in bookstores to name a few of our every-changing event locations (presently online). Our education programs hire active Chicago Poets as teaching artists to teach in long-term poetry residencies in Chicago Public Schools. Learn more at www.poetrycenter.org

How to Apply
Submit your resume and a brief cover letter by email to jobs@poetrycenter.org. In the subject line, please use this format: Position: Applicant Name

Your letter should let us know why you’re interested in working for the Poetry Center, and tell us a bit about yourself and your relationship to poetry. We encourage you to include in your resume and/or cover letter any relevant skills you’ve acquired that aren’t tied to work experience—in other words, volunteer, life, and school experiences are also recognized as part of your skill set, knowledge base, and experience.