

### **Mission & Programs**

The Chicago Poetry Center's mission is to connect people and poetry, equitably engage poets with communities, and foster creative literacy in our city and beyond. We do this work through poetry education programming across Chicago, public poetry events, Critical Conversations @ Work, and special projects and online resources.

### **Culture**

We are a small and actively growing organization that sets our goals into action through collaboration, clear communication and expectations, and strategic and creative thinking. Staff work both independently and as part of a team. Our culture is one that supports feedback, communication, and growth, and values artistic and creative expression and creative community.

### **Commitment to Inclusion**

The Chicago Poetry Center values diversity at all levels and understands that a safe and supportive environment is necessary to facilitate our work in valuing and uplifting creative expression. The Chicago Poetry Center commits to inclusion and will not discriminate on the basis of race, ethnicity, gender identity, sexual orientation, disability, socio-economic status, age, religion, national origin, marital, parental, or veteran status, or any other legally protected status. We strive to uphold our values in action through our decisions, programming, community building, and fostering an environment of continuous learning. CPC works in an ADA accessible building with gender neutral bathrooms. CPC supports a staff, teaching artist team, and program participant community that is diverse in race, ethnicity, gender, sexuality, age, and ability, and leadership continuously audits our practices to deepen our inclusion.

### **About the Position**

The Chicago Poetry Center is currently seeking an independent, 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, organize assessment data, compile school demographic information, and support the annual All Schools Reading. The Programs Intern will also be responsible for using CPC's student poetry blog to collect content for donor communications.

The ideal candidate is comfortable in GSuite, especially with Google Docs, Classroom, Sheets, and Mail. The intern will also learn to use Airtable and Asana. 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.

### **GENERAL RESPONSIBILITIES**

- 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
- Assisting with content for donor communications

## TIMELINE

The position is for 5-10 hours per week, from June 5 - September 5, 2023. 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 Director of Programs considering the Intern's schedule and can flex throughout the year.

## QUALIFICATIONS

- 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.
- Self-directed and able to work independently; resourceful, strategic problem-solving ability
- Flexible and adaptable; open to change, learning, and improvement
- Able to thrive in a culture of professional development: gives and receives continuous constructive feedback, creates and participates in a culture of mutual support
- Intellectually curious; seeks to understand, learn, and grow
- Demonstrated alignment with CPC's mission, values, and commitment to diversity, equity, and inclusion.

## COMPENSATION

Along with exemplary on-the-job experience and skill-building, the Chicago Poetry Center will pay the Programs Intern a \$1000 stipend per quarter. Quarters: June - September, September - December, December - March, March - June.

## ADDITIONAL DETAILS

This position is a hybrid position. Independent work can typically be completed remotely, and some meetings and events will take place at locations around the city, including at the CPC office in Chicago's Uptown neighborhood. Work product will primarily utilize GSuite.

## HOW TO APPLY

Submit your resume and a brief cover letter by email to [jobs@poetrycenter.org](mailto:jobs@poetrycenter.org). In the subject line, please use this format: *Programs Intern: Applicant Name*

Your letter should let us know why you're interested in working for the Chicago 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.