

Chicago Poetry Center: Community Outreach Intern



SUMMARY

Application deadline: March 16, 2025

Restrictions: This role is funded by a grant from the Illinois Arts Council Youth Employment program; as such, only candidates who live in Illinois and are between the ages of 14 and 22 are eligible to apply.

Timeline & Pay: Internship runs March 24, 2025 - June 23, 2025, 5-10 hours/week, \$1,000 stipend

How to Apply: By email only—Please read all details below to ensure your application is reviewed

DETAILS

Position Description

The Chicago Poetry Center is currently seeking a creative, versatile, and hard working Community Outreach Intern to support the efforts of our team. The Community Outreach Intern can expect to work directly with all staff at CPC but will be primarily reporting to and collaborating with the Director of Strategy and Innovation.

The Community Outreach Intern will support the following:

- Research and gather contact information for organizations, associations, and networks
- Email outreach to organizations in Illinois and beyond to promote the [CC@W program](#)
- Support the DSI with preparation for the Summer Poetry Gathering event, including potential outreach for in-kind donation requests
- Staffing the Summer Poetry Gathering event on June 18th, 2025

This position is a 5-10 hours per week hybrid position. Independent work can typically be completed remotely, with occasional work at locations around the city, including at the CPC office in Chicago's Uptown neighborhood. Intern should plan to remotely attend one weekly 30-minute staff meeting on Wednesdays.

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 ideal candidate has experience with and is comfortable in GSuite, especially with Google Docs, Sheets, and Mail. Required skills for the position include open communication and a willingness 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.

Timeline & Payment

The position is 5-10 hours per week starting March 24, 2025 through June 23, 2025. Weekly schedule will be determined by the Director considering the Intern's schedule and may flex throughout the term. This role is paid: \$1,000 stipend for the three-month internship. (Paid twice per month, this is a W2 employee role.)

Requirements

This role is funded by a grant from the Illinois Arts Council Youth Employment program; as such, only candidates who live in Illinois and are between the ages of 14 and 22 are eligible to apply.

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.



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Internship Financial Support

Along with exemplary on-the-job experience and skill-building, the Chicago Poetry Center pays the Community Outreach Intern a \$1,000 stipend for this three-month internship.

About Chicago Poetry Center

Welcome, Creatives!

The Chicago Poetry Center has a small, highly engaged staff and is 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.

Learn more about CPC's team, programs, and values at www.poetrycenter.org

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. The Chicago Poetry Center is committed to the principles of equal opportunity and it is the Poetry Center's policy to comply fully with all federal and state laws that ban discrimination in the employer-employee relationship, and to continue to strive to go above and beyond the regulations of anti-discrimination law in fostering a workplace of equal opportunity and inclusion for all. 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.

How to Apply

Submit your resume, a brief cover letter, the details listed below by email to jobs@poetrycenter.org. In the subject line, please use this format: **Community Outreach 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. Your cover letter should tell us a bit about your experience with the specifics of this role, and we encourage you to include in your resume and/or cover letter any relevant skills you've acquired whether or not they are tied to work experience—in other words, volunteer, life, and school experiences are also recognized as valid.

Your email or cover letter should confirm that you are an Illinois resident within the age eligibility range shared above. Please additionally confirm that you are available for the term range and weekly hours required.