

Communications Intern

The National Kidney Foundation of Illinois (NKFI) is seeking an intern to assist with its marketing, communications and graphic design efforts. This position will assist the Marketing & Communications Department in the creation and production of materials, promotion of events and programs, and execution of all marketing and communications logistics.

This is a part-time, unpaid internship located at the NKFI Office in the River North neighborhood of Chicago, IL. Applicants must commit to a minimum of 3 months, working 16 – 24 hours/week.

Essential Duties and Responsibilities:

- Assist with development, creation and printing of marketing and promotional materials for various events and programs, both pre-event and day-of
- Assist with management of social media posts
- Develop and implement new areas of the nkfi.org website, perform occasional site maintenance and updates
- Assist with planning and execution of quarterly e-mail newsletters
- Assist with creation and execution of e-mail blasts for various events
- Writing press releases and media alerts when needed, submitting event information to media contacts and online calendars
- Assist with development and strengthening of media and press relationships
- Create new ways to market and promote our brand wherever possible
- Maintain and uphold the integrity of the NKFI brand and image

Minimum Qualifications:

- Proficient in Microsoft Office programs such as Word, Excel and Publisher
- Proficient in Adobe design programs such as InDesign, Photoshop and Illustrator
- Excellent written and verbal communication skills
- Organized with strong time management skills
- Proactive work ethic, self directed and motivated individual

Candidates interested in marketing, communications, graphic design, public relations or other related fields are encouraged to apply. Previous marketing or graphic design experience is a plus.

Minimum commitment of 16 – 24 hours per week for three months required. Schedule can be flexible with hours between 9 am – 5 pm, Monday – Friday.

To apply for this position, please send a resume, cover letter, and schedule availability to Sara Jane Castro at sjcastro@nkfi.org. **No phone calls please.**

The National Kidney Foundation of Illinois is an equal opportunity employer committed to a diverse workforce. We provide equal opportunities to all qualified applicants and staff members in every phase of employment without discrimination or harassment on the basis of race, color, religion, sex, marital or parental status, age, national origin, ancestry, qualified disability (except where the individual cannot perform the essential job functions despite reasonable accommodation), sexual orientation, military discharge, source of income, housing status or other legally protected statuses.