



EXECUTIVE DIRECTOR ASSISTANT INTERNSHIP

- Purpose:** Assist the Executive Director in research, communication, fundraising, and other duties necessary for the improvement and growth of the Ethiopian Community Association of Chicago.
- Description:* The position of *Executive Director Assistant Intern* directly supports the ECAC Executive Director. The intern will help implement the strategic goals and objectives of the organization while gaining experience in nonprofit management.
- Job Title:** Executive Director Assistant Intern
- Location:** Ethiopian Community Association of Chicago

1730 W Greenleaf Ave.
Chicago, IL 60626
- Key Responsibilities:**
- The *Executive Director Assistant Intern*:
- (1) Assists Executive Director with everyday communication;
 - (2) Plays a key role in proposal writing and editing for the organization;
 - (3) Assists with fundraising and event planning;
 - (4) Assists in composing and sending out the ECAC monthly electronic newsletter;
 - (5) Completes other related duties as needed;
 - (6) Potential to assist with grant writing.
- Reports to:** Executive Director
- Length of Appointment:** The *Executive Director Assistant Intern* will serve on a semester-long (10 to 16 week) basis. The Intern is eligible to continue after the first month with agreement between the Executive Director, Volunteer, and Volunteer Coordinator.
- Time** Minimum 6 hours per week to be maintained by the Volunteer and Executive Director.
- Qualifications:** Excellent command of English grammar, speech and writing. Proficient use of Microsoft Office suite, internet, social networks, and other communications programs and/or sites. Excellent communications skills, patience, and appreciation of diverse cultures and histories required.
- Support Provided:** The Executive Director and Volunteer Coordinator will be available on an ongoing basis to answer questions and provide support to the *Executive Director Assistant Intern* as needed.

Further Information & Benefits:

- *Opportunity to research applicable grants and write proposals*
- *Gain experience working in a multi-cultural environment*
- *Nonprofit management skills directly applicable to career development*