



PROGRAM DIRECTOR INTERNSHIP

- Purpose:** Assist the Program Director in completing the quantitative and administrative work necessary to oversee the direction of the Ethiopian Community Association of Chicago, a non-profit refugee resettlement agency and Ethiopian cultural center.
- Description:* The position of *Program Director Intern* directly supports ECAC's Program Director. The Program Director oversees the staff and general administration of all aspects of the organization. This includes preparing reports and analyzing data necessary to facilitate the financial well-being of ECAC.
- Job Title:** Program Director Intern
- Location:** Ethiopian Community Association of Chicago

1730 W Greenleaf Ave.
Chicago, IL 60626
- Key Responsibilities:**
- The *Program Director Intern*:
- (1) Works with the Program Director to assist in the preparation of reports and grant proposals;
 - (2) Collects figures from a variety of databases to compile report summaries;
 - (3) Finds statistical data from hard files to summarize for reports;
 - (4) Assists draft narratives for reports;
 - (5) Uploads various program documents into director's grant program follow-up database
 - (6) Completes other related duties as needed.
- Reports to:** Program Director
- Length of Appointment:** The *Program Director 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 Program Director, Volunteer, and Volunteer Coordinator.
- Time** Minimum 6 hours per week to be maintained by the Volunteer and Program Director.
- Qualifications:** Excellent command of English grammar, speech and writing. Good mathematical and analytical skills, and comfortable with Microsoft Office suite. Knowledge of American social issues and culture, good communications skills, patience, and appreciation of diverse cultures and histories required.
- Support Provided:** The Program Director and Volunteer Coordinator will be available on an ongoing basis to answer questions and provide support to the *Program Director 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*