

JJ's List Internship



Summer Internship:

Internship Dates - Flexible. Talk to us.
Application Deadline - Mar 5, 2012
Notification Date - Mar 16, 2012

Description:

JJ's List interns have the opportunity to be part of an exciting non-profit startup. Learn the inner-workings of running a non-profit organization and how our website and skills training workshops are changing communities in today's connected world.

1 in 5 Americans has a disability. Gain first-hand experience working with this rapidly growing population. Work with our team of social entrepreneurs with and without disabilities. Be part of a rising movement toward full community integration of people with disabilities.

Responsibilities:

Internship duties comprise a healthy mix of office administration, building relationships with businesses, website management, social media communications, SEO, business and finance, event planning, fundraising, grant writing, marketing, community engagement and research. You get to do a lot more than serve coffee!

Commitment:

Interns commit at least 16 hours a week during regular business hours (Mon-Fri 9-5pm), spending at least one full day per week at the JJ's List "global headquarters". Internships are unpaid, but academic credit and transport stipend may be granted.

Qualifications:

Interns should have a strong demonstrated interest in the non-profit sector, be technologically savvy, possess a good work attitude and enjoy working as part of a team. Experience working with people with disabilities is not necessary. Interns should also have initiative and be reliable and well-organized. Strong writing skills are a plus.

To Apply:

Submit send your resume, a brief cover letter and references to:
shuling@jjslist.com

or mail to:

JJ's List
1187 Wilmette Ave. #136
Wilmette, IL 60091

The JJ's List office is located at:

930 1/2 Chicago Ave,
Evanston, IL 60202

Questions?

Email: shuling@jjslist.com