IOP Communications – Digital Communications Intern

Founded in 2013 by David Axelrod, the Institute of Politics, a non-partisan, extracurricular organization at the University of Chicago, aims to inspire and cultivate the next generation of political and public service leaders. Four core programs form the heart of the Institute: civic engagement opportunities that enable students to experience politics-in-action through political exploration trips, leadership training, service programs and voter engagement projects; visiting fellowships where distinguished political officials, policymakers, journalists, diplomats and others are in residence on campus during an academic quarter; political and public service internships that provide students with paid, substantive career development opportunities; and a continuous series of public events featuring leading political figures sharing their insights on key issues of the day.

The IOP House Intern program offers students the opportunity to work closely with IOP staff to facilitate operations and programming, playing a central role in supporting the IOP’s many activities and initiatives. Interns gain valuable knowledge and skills in public and social service as well as in specific program areas. IOP House Internships are available to undergraduate and graduate students, are paid, and are eligible for workstudy.

The Digital Communications Intern will undergo 10 hours of training during spring quarter of 2019, as the incoming intern will be trained and onboarded by both the current (outgoing) intern and Digital Communications Specialist at the IOP. The internship will then begin in a full-time capacity in the fall of 2019 and continue through the end of spring quarter (June 2020).

Hours: 10-15 hours/week
Compensation: $13/hour

Duties include (and are not limited to):
- Composing IOP newsletters twice a week (Monday/Thursday)
- Coordinating with IOP program teams to collect and manage content for digital distribution
- Assisting in the management of the IOP website and social media accounts
- Developing end of year communication materials (i.e. press packet)
- Providing support for Communications staff
- Serving as front desk receptionist during IOP business hours

Qualifications:
- Interest in politics and public service
- Excellent written and verbal communication skills
- Strong editing and organizational skills
- Interest in digital storytelling and multimedia content development
- Familiarity with HTML, Adobe Creative, and social media*
- Ability to work with minimal oversight; self-directed and motivated

*Basic training in the spring will cover these programs