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Community Outreach Intern

IssueLab, a Chicago-based nonprofit that archives and disseminates research on social issues, is seeking Community Outreach interns for the Summer of 2009. Community Outreach interns will be primarily responsible for growing the IssueLab research collection through the following activities:

- Identifying organizations that might contribute reports to IssueLab;
- Contacting potential research contributors through email and phone;
- Adding research to the Issuelab collection through a simple web-based interface;
- Using grassroots marketing efforts to reach potential research contributors;
- Assisting with community outreach ideas and group coordination;
- Helping IssueLab's efforts to build strategic partnerships with nonprofits and academics working on social policy research.

IssueLab offers a valuable learning experience and a collaborative work environment in exchange for initiative, teamwork, creativity, focus, and the ability to work on deadline. This internship is appropriate for undergraduates, graduate students, and individuals looking to start a career working in online organizing or social policy research.

Qualifications

Applicants must have some previous outreach experience and be comfortable on the telephone and speaking to new contacts. Interns will receive hands-on training while working directly with staff but prior communications and Internet-based research experience are required. All interns must have an interest in current political issues or information activism.

Interns may work full- or part-time, but we ask that you make a minimum commitment of 15 hours/week for a period of 10 weeks.

Please send a cover letter and resume to gabi@issuelab.org. No phone calls please.