

Friends of the Chicago River



Title	Media and Communications – Chicago River Day 20/20: See What You Can Do
Organization	Friends of the Chicago River - www.chicagoriver.org
Learning Objectives	Intern will develop multiple skills related to media outreach, communications, website management, and event operations.
Responsibilities	<p>Primary Responsibilities:</p> <ul style="list-style-type: none"> • Working with reporters to generate media attention for Chicago River Day 20/20 • Working with partner and community groups to help develop their outreach plan for CRD 20/20 • Building event buzz through social media sites and website • Writing press releases, bulletins, and other outreach materials • Tracking, preparing, and managing event media clips • Updating and maintaining our media database <p>Other Duties may include one or more of the following:</p> <ul style="list-style-type: none"> • Assist with fundraising for CRD 20/20 • Assist with day of event activities • Other duties as assigned
Requirements	<ul style="list-style-type: none"> • Completed at least one year of college preferably in Marketing, Public Relations or Communications • Knowledge of and experience using social media sites as outreach tool • Self-starter with a positive attitude who can work independently and as part of a team • Basic understanding of media relations, press releases and event promotions • Excellent communication and writing skills • Good research and problem solving skills • Ability to take primary responsibility for projects • Knowledge of Microsoft Office
Schedule	<ul style="list-style-type: none"> • January 9 – May 18, 2012 (includes some weekends, must work May 12, 2012) • 10 – 15 hours per week
Compensation	Unpaid
Background	For over 25 years, Friends of the Chicago River has helped create a greener, more accessible and better cared for river. Our acclaimed programs include public policy and planning initiatives geared toward improving water quality and access to the river so that it can best support wildlife and a myriad of recreational uses; on-the-ground projects that physically improve the river and provide quality habitat; and education and outreach programs that inform and inspire people to help revitalize the Chicago River. “Friends” is supported by over 2,000 members including individuals, businesses, corporations, foundations, government agencies, and other nonprofit organizations.
To Apply	<p><i>Send resume and cover letter by January 3, 2012 to:</i></p> <p>Meshawn Ayala mayala@chicagoriver.org Friends of the Chicago River 28 E. Jackson Blvd., Suite 1800 Chicago IL 60604</p>