

AIDS Foundation Chicago

Systems Change Intern Announcement

AIDS Foundation Chicago (AFC) is seeking a creative and motivated individual to intern in its Systems Change Team. This is an excellent opportunity to gain practical experience while interning at an active, upbeat non-profit.

The Systems Change Intern will directly assist with a wide range of projects related to the Housing Navigation and KEYS Programs. The Systems Change intern will also have the opportunity to learn about HIV/AIDS prevention, care, and advocacy, and other issues related to AFC's mission.

This person will intern closely with the Director, Systems Change and the Systems Change Team.

This internship is designed to be both educational and practical. During this internship, the intern will learn how to take skills acquired in an educational setting and apply them in the workplace. The intern will gain a better understanding of the role that the services and activities of the Housing Navigation and KEYS Programs can play in a non-profit setting and be better prepared to work in the field of HIV/AIDS, public health or public policy.

The Systems Change Intern will learn to:

- Build knowledge in housing and homeless services.
- Support staff through assisting in program coordination.
- Assess clients' housing needs through conducting Housing Screenings and Referrals over the phone.
- Strengthen written and verbal skills with a variety of audiences including: clients, service providers at partner agencies, and AFC program and agency staff.
- Collect and manage data related to quality assurance, including through file organization, data entry into AFC databases (such as CaseWorthy), and assisting in program audit preparations.

Qualifications:

- Current or recent enrollment in a graduate or undergraduate degree program with an interest and aptitude to work in social work, community/public health, or applied science.
- Experience using Microsoft Suite.
- Strong written and verbal communication skills.

This internship is unpaid (stipend available). Details will be provided during the interview process. AFC can also help interns obtain college credit, if available from your school. Interns will receive necessary training and staff supervision. Internships require at least 15 hours/week for a minimum of 6 months, although longer internships are preferred. Social work, community/public health, and applied science majors are encouraged to apply.

All candidates must submit a cover letter and resume, and completed application form, which can be found at: www.aidschicago.org/internapplication

Please submit all application materials to:

Email (preferred): Interns@aidschicago.org

Mail: AFC Intern Program, 200 W Monroe St Ste 1150, Chicago, IL 60606