

Digital Intern

AIDS Foundation Chicago (AFC) is seeking a creative and motivated individual to intern in its Communications Department as a Digital Intern. This is an excellent opportunity to gain practical experience while interning at an active, upbeat nonprofit organization.

The Digital Intern will intern directly with the Digital Communications Manager. This internship will focus on AFC's presence on social media sites, including Tiktok, Facebook, Instagram, and LinkedIn. The intern will learn how to curate and create content that inspires our target audience to engage more with AFC. The Digital Intern will also have the opportunity to learn about HIV/AIDS prevention, care and advocacy, and other issues related to AFC's mission.

This internship is designed to be both educational and practical. In this internship, the intern will learn how to take skills acquired in the educational setting and apply them in a professional work environment. The intern will gain a better understanding of the role that social media can play in a nonprofit organization and be better prepared to work in the field of nonprofit communications and marketing.

The Social Media Intern will learn:

- Community and Brand Management of Facebook and Instagram pages via Business Suite.
- How to engage and moderate a digital community.
- Campaign development and collaboration.
- How to apply insights and metrics to social media marketing and content distribution.
- How to manage and execute communication priorities for a nonprofit organization.
- Effective communication of analytics.

Qualifications:

- Current or recent enrollment in a graduate or undergraduate degree program.
- Seeking applicants with academic, creative, or social pursuits with social media marketing tools or social marketing.
- Extremely proficient in social media and online communications with documented experience.
- Copywriting ability or interest.
- Detail-oriented and self-motivated.
- Ability to collaborate and contribute creatively to team projects.
- Ability to prioritize tasks and handle numerous assignments simultaneously.
- Proficient in Microsoft Office and internet applications.
- Experience volunteering with nonprofit organizations desired.
- Able to commit to a minimum of three months for this internship.

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. The Digital Internship requires at least 15 hours/week for a minimum of three months, although longer internships are preferred. Communications, Marketing, and Journalism majors are encouraged to apply.

This internship can be a full or partial virtual experience. Interns must have access to a computer and internet.

All candidates must submit a cover letter and resume, and completed application form, which can be found [here](#).

Please submit all application materials to:

Email (preferred): Interns@aidschicago.org

Mail: AFC Intern Program, 200 W Monroe Street, Suite 1150, Chicago, IL 606