



Editorial Intern

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

The Editorial Intern will directly intern with the Communications team with a wide range of projects related to article writing and storytelling campaigns. The Editorial 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 work closely with the Communications Specialist and the Communications team.

This internship is designed to be both educational and practical. In 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 Storytelling-based Communications can play in a non-profit setting and be better prepared to work in the field of Communications with a focus on nonprofit organizations.

The Editorial Intern will learn:

- How to craft compelling blog posts that are inclusive, celebratory and non-stigmatizing of AFC's audience, which includes LGBTQ+ people, HIV+ people, BIPOC and people who have experienced homelessness.
- How to adhere to an evolving Style Guide that seeks to eliminate stigma, be relevant, and inclusive of the communities AFC serves.
- How to routinely come up with story ideas and bring those stories to life.
- How to work on a team of creatives in which your role supports the overall Communications team deliver relevant, timely messages to AFC's audience.
- How to be a stronger communicator and storyteller.
- How to conduct strong interviews that center community voices and guide blog post creation.
- The process of maintaining a blog that sees thousands of views each month.

Qualifications:

- Current or recent enrollment in a graduate or undergraduate degree program with an interest and aptitude to intern in communications in a nonprofit.
- Excellent written and verbal communications skills.
- Curious with a strong desire to learn and improve.
- Ability to work in a group setting and show respect to team members and clients of diverse backgrounds.
- Cultural competency and a basic understanding of the communities AFC serves which includes LGBTQ+, HIV+, BIPOC and people who have experienced homelessness.
- Experience writing short-form articles (less than 1,200 words).
- Proficient in Microsoft Office and internet applications.
- Able to commit to a minimum of three months for this internship.

This is a volunteer internship. A stipend is available for those who qualify, with details to 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 10 hours/week for a minimum of three months, though longer internships are preferred. Communications, Journalism, and PR majors are encouraged to apply.

Due to the ongoing impact of COVID-19, we expect this will be a virtual internship. Interns are expected to have their own access to a computer and internet connection.

All candidates must submit a resume, cover letter, 2 writing samples or a portfolio with at least 2 writing samples that are between 400 and 1200 words long, and completed application form, which can be found at: www.aidschicago.org/internapplication.

Please submit all application materials to:

Email (preferred): Interns@aidshicago.org

Mail: AFC Intern Program, 200 W Monroe Street, Suite 1150, Chicago, IL 60606