



Journalism JOB DESCRIPTION

Title: Journalism Intern

Reports to: Program & Volunteer Coordinator

Organization Description:

Girls on the Run-Chicago (GOTRC) is a non-profit (501(c)(3), community-based program that uses the power of running to educate and inspire girls for a lifetime of self-respect and healthy living. Founded by five area women in 1999, GOTR-Chicago now has more than 300 volunteer coaches who mentor nearly 2,000 young girls (ages 8-12) in after-school sessions that combine training for a 5K running event with self-esteem enhancing, uplifting lessons. GOTR-Chicago sessions integrate specific life-skills training such as healthy decision-making, dealing with bullies, contributing to the community, leadership and teamwork.

Position Summary: The Journalism Intern will serve as editor of our monthly newsletter and assist with other electronic and Web-based communication with our volunteers and donors. Working with the GOTRC communications committee, the intern will work to incorporate key messages across multiple communications tools. Duties include but are not limited to:

- Coordinating and developing the monthly newsletter, including soliciting article submissions and creating a “girls corner” or other venue for program participants to have a voice
- Working with the Program and Volunteer Coordinator to proof and edit electronic communication to volunteers
- Developing letters and fact sheets and other informational materials about GOTR for community leaders and potential new sites;
- Working with the Executive Director to develop writing communication materials for donors and potential donors.
- Assist GOTRC with web outreach
- Other duties as assigned

Qualifications

- Excel; Microsoft Outlook; Microsoft Word
- Excellent writing, editing and organizational skills
- Attention to detail!
- Excellent verbal communications skills
- Willing to work in fast-paced environment
- Ability to manage multiple tasks simultaneously

Other Information:

- Interns are expected to work a minimum of 12 hours per week and must be available to work at least 2 days per week for a duration of at least 8 weeks.

To Apply: Please send a cover letter and resume to Cat Cannon ccannon@gotrchicago.org