Chicago Metropolitan Agency for Planning

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Communications
Communications and Outreach Intern (COMO2017)
February 1, 2017

Job Category: Communications and Outreach Intern
Experience Required: Current enrollment in an undergraduate or graduate program
Salary Range: Undergraduate $12.00 per hour, Graduate $15.00 per hour

The Chicago Metropolitan Agency for Planning (CMAP) is seeking to hire a full-time summer communications and outreach intern to assist with the publication, messaging, and distribution of agency materials and public engagement support for CMAP's next comprehensive regional plan. The Chicago Metropolitan Agency for Planning (CMAP) is our region's comprehensive planning organization. The agency and its partners are developing ON TO 2050, a new long-range plan to help the seven counties and 284 communities of northeastern Illinois implement strategies that address transportation, housing, economic development, open space, the environment, and other quality-of-life issues. See www.cmap.illinois.gov for more information.

Position Description
The Communications and Outreach Intern is responsible for helping to develop and manage CMAP content in a variety of print and electronic formats and assisting community outreach and engagement with CMAP partners, stakeholders, and constituents. Above all, the position requires excellent attention to detail that includes writing and editing skills, familiarity with Microsoft Word and Excel, and some experience using social media and web content management systems.

The ability to think critically and work independently is essential. Over the course of the internship, the intern will work on projects across a variety of policy and local governance issues. Some in-region travel, and work in evenings and on weekends may be required.

Essential Functions
Provide assistance as needed to support effective communications and public engagement for CMAP.

Communications
- Assist in writing, editing, and quality assurance of long-form reports, short-form policy briefs, and publicity materials.

- Help develop and implement distribution strategies for various CMAP publications and reports via printed materials and other communications outlets (e-blasts, social media, direct media outreach, stakeholder engagement).
- Generate short-form content for the CMAP website (www.cmap.illinois.gov), including blog-like "updates," and social media (Twitter, Facebook, Pinterest, YouTube), and provide support for routine and long-term web content maintenance.
- Assist with research as needed.
- Help to prepare and distribute e-newsletters, press releases, and other news products.

- Help to maintain and improve the media contacts database.

Outreach

- Help develop and implement outreach and engagement strategies and activities, such as workshops, forums, presentations, and speaking engagements.
- Assist with logistics for outreach events, both off-site and in CMAP's offices.
- Help maintain and expand the agency's community outreach database.
- Help maintain and update the agency's customer relations management tool.

Knowledge, Skills and Abilities

The Communications and Outreach Intern must have excellent skills in writing and other forms of communication, including public presentations. The position also requires a demonstrated ability to quickly understand and communicate complex policy issues. Another primary requirement is attention to detail, including mastery of grammar and style necessary when writing for various public audiences.

The intern must be a quick learner -- someone who is not afraid to ask questions and is willing to take on additional responsibilities and leadership. Strong time management and organizational skills are also necessary.

The intern must have proficiency with web and content management software and systems. Familiarity with HTML and other web languages is a plus but not required.

Applicants should submit two to five writing samples from a wide range of formats (e.g., press releases, fact sheets, articles, reports, and other published works).

Education and Experience

Undergraduate applicants must be entering their junior or senior year in fall 2017. B.A. degree in Journalism, Communications, English, Political Science, or other communications-intensive discipline recommended. Graduate applicants must be entering their first or second year in fall 2017. M.A. degree in Public Administration, Public Policy, Urban Planning, Journalism, or Communications also encouraged. Prior work experience should include demonstrated excellence in writing and other communications in a team environment.

Internship Timeframe
Depending on the student's availability, this is a full-time summer position beginning in May or June 2017. It could potentially continue into the 2017-18 school year, but that is not guaranteed. Minor start and end-date accommodations may be made upon request.

Please submit cover letter and resume via our website at http://www.cmap.illinois.gov/about/careers. Please refer to **Job Code (COMO2017).**

Posting End Date
This posting will close on March 1, 2017 at 5:00 p.m. CDT. All applications must be completed and submitted within the 30-day timeframe.

Position will remain open until filled (The Chicago Metropolitan Agency for Planning is an Equal Opportunity Employer).