



# Chicago Metropolitan Agency for Planning

233 South Wacker Drive  
Suite 800  
Chicago, Illinois 60606

312 454 0400  
[www.cmap.illinois.gov](http://www.cmap.illinois.gov)

## Communications & Outreach Communications and Outreach Intern Job Code: COM220

### Position Purpose

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.

### Essential Functions

- 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](http://www.cmap.illinois.gov)), including assisting with CMAP's Friday newsletter, the Weekly Update, as well as writing social media content (for Twitter, Facebook, Instagram, and YouTube).
- Help to prepare and distribute emails, press releases, and other news products.
- Help to maintain and improve the media contacts database.
- Help develop and implement outreach and engagement strategies for CMAP events, such as workshops, forums.
- Assist with logistics for outreach events, both off-site and in CMAP's offices.
- Willingness to support, and at times participate, in presentations and workshops to a variety of audiences including CMAP committees and external partners.
- Database management: Help maintain and expand community outreach database.

### Knowledge, Skills, and Abilities

The Communications and Outreach Intern must have excellent skills in writing and verbal communication. The position also requires a demonstrated ability to quickly understand and communicate complex policy issues. Familiarity with CMAP principles and ON TO 2050 is a plus. Another primary requirement is acute attention to detail, including mastery of grammar and style necessary when writing for various public audiences.

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

**Who should apply?**

- ✓ Undergraduate applicants must be entering their junior or senior year in Fall 2020. 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 2020. 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.

**Ready to join us?**

Apply [here](#) between February 28 and March 20, 2020.

- ✓ If interested in more than one opportunity, please include on cover letter all the internships you are applying for.
- ✓ Interviews will be held March 25 through April 3, 2020. (Shortlisted candidates will be contacted.)
- ✓ Final candidates selected will be notified by April 13, 2020.
- ✓ Depending on the student's availability, this is a full-time summer position beginning in May or June 2020. It could potentially continue into the 2020-21 school year, but that is not guaranteed. Minor start and end-date accommodations may be made.