



GRADUATE STUDENT INTERNSHIP ANNOUNCEMENT

Summer 2019

<u>Title:</u>	Graduate Intern
<u>Reports to:</u>	Senior Program Officers – Early Childhood
<u>Supervisees:</u>	None
<u>Application Due Date:</u>	April 8, 2019
<u>Start date:</u>	June 10, 2019
<u>Location:</u>	Chicago, Illinois

Irving Harris Foundation Overview

The Irving Harris Foundation (Foundation) enhances the quality of life for children, families and communities by advancing human potential, social justice and equity, and creative experience and expression. The Foundation is a strategic grantmaker, investing approximately \$13 million annually in the fields of early childhood development, reproductive health and justice, arts and culture, and Jewish values in the U.S. and Israel. The Foundation's grants aim to address root causes, leverage public and private resources, provide technical assistance and foster collaboration through public-private and funder partnerships.

Position Summary

The Foundation is seeking a graduate level intern to work with our highly effective team and help advance our exciting work. This person will report to the Senior Program Officers in the Foundation's Early Childhood focus area, but will work with the rest of the team as necessary on the full range of programmatic and administrative support functions. In addition, this person will have the opportunity to co-create projects based on skills and interests and to participate in Foundation field leadership and grantmaking.

Position Responsibilities

- Manage and produce work products including drafting memos and papers
- Conduct research and literature reviews and prepare summaries and analyses
- Work with Early Childhood program staff on projects relating to infant and early childhood mental health and trauma, and early childhood policy, advocacy and systems-building
- Review grant proposal materials and reports
- Attend grantee site visits, various policy table meetings, and other external meetings with Early Childhood program staff
- Analyze and synthesize trends and opportunities in the early childhood field
- Plan, coordinate and/or participate in giving area projects as needed
- Develop surveys through Survey Monkey, distribute and analyze results
- Perform administrative and other tasks developed by Foundation team as needed

Position Requirements and Qualifications

- Working toward Graduate Degree in a related field such as public policy, education, child development, community development, social work, journalism, and/or the humanities
- Demonstrated passion for and investment in advancing justice and equity, particularly in systems that work with infants, children and families
- Strong written and verbal communication skills required
- Ability to manage multiple projects simultaneously and meet required deadlines
- Excellent organizational skills and attention to detail required

- Entrepreneurial, able to conceptualize projects and work well independently
- Strong interpersonal skills, and ability to work with networks of potential partners
- Tech savviness - able to creatively navigate multiple platforms from Excel, to survey tools, basic web-design/updating, databases, social media platforms

School Credit and Stipend

The Foundation is able to provide a stipend and/or support the receipt of school credit. If applicable, please provide information on your school's requirements to receive school credit for your work with the Foundation.

Application

Interested individuals should submit a cover letter, resume and two-three page writing sample by April 8, 2019 to jobs@irvingharrisfdn.org with email subject line: Application for Graduate Student Internship. Target start date June 10th with internship duration flexible for a minimum of three months.

The Irving Harris Foundation is committed to an inclusive, fair and equitable workplace where everyone is respected and valued member of the team. The Foundation values and actively seeks diversity in its workplace. The Foundation's inclusive and equitable practice is embedded in recruitment, hiring, training, promoting persons in all job classifications.

The Foundation does not discriminate against any individual with respect to the terms and conditions of their employment based on that individual's race, ethnicity, color, religion, national origin, citizenship, sex, age, disability, pregnancy, childbirth, medical condition, marital status, military service or veteran status, sexuality or status in any other group protected by federal, state or local law. In addition, the Foundation administers all personnel decisions such as compensation, benefits, transfers, layoffs, returns from layoffs, etc. in accordance with the principles of equal employment opportunity.