

2011 WINTER INTERNSHIPS

The Chicago Council on Global Affairs offers undergraduate juniors and seniors as well as graduate students the chance to learn about our organization and participate in a variety of duties associated with ongoing projects through internships. While intern responsibilities vary by department, tasks may include researching prospective speakers, donors, studies, and corporate members, writing communications, assisting in the development of marketing/program materials, audience and outreach development, administrative duties (filing, faxing, data entry, preparing mailings, assembling program/meeting materials), assisting at Council events, and other projects as assigned.

With more than 150 programs and events every year, The Chicago Council delivers a diverse and balanced spectrum of programming related to international relations, global issues, and U.S. foreign policy. *Note: The Council's program season runs from September through June, however internships are available throughout the year, including the summer term.*

Internship opportunities are available in the following departments:

- Public and Leadership Programs
- Corporate and Government/Diplomatic Programs
- Studies
- Global Chicago/Global Midwest
- Global Agriculture and Food Policy Initiative
- Major Gifts/Fundraising
- Corporate Relations
- Emerging Leaders Program
- Registration and Database Maintenance
- Administration

To qualify, students must have an academic major or personal interest in international affairs, possess excellent research, writing, and verbal communications skills, be detail-oriented with strong organizational abilities, and possess working knowledge of Microsoft Office. Interns are asked to commit to a minimum of 15 hours per week. While internships are unpaid, the Council does offer limited local travel reimbursement to and from the office. Interns also receive a complimentary, one-year membership with The Chicago Council.

To apply, please e-mail a cover letter (specifying dates and hours of availability), résumé, and a two-page writing sample (e.g. paper and/or excerpt from school, relevant to Council) as Word documents to hr@thechicagocouncil.org. Feel free to apply via the Council's Web site at www.thechicagocouncil.org. **APPLICATIONS FOR 2010-11 WINTER INTERNSHIPS ARE NOW BEING ACCEPTED; START DATES IN JANUARY 2012.** EOE

About Us

The Chicago Council on Global Affairs, founded in 1922 as The Chicago Council on Foreign Relations, is a leading independent, nonpartisan organization committed to influencing the discourse on global issues through contributions to opinion and policy formation, leadership dialogue, and public learning. The Chicago Council brings the world to Chicago by hosting public programs and private events featuring world leaders and experts with diverse views on a wide range of global topics. Through task forces, conferences, studies, and leadership dialogue, the Council brings Chicago's ideas and opinions to the world.