

*February 2019*

**Organization Description**

The Chicago Public Education Fund (The Fund) was founded in 2000 by civic, business and philanthropic leaders who believed that “better schools are everyone’s business.” This has never been truer than it is today. Fund grants – more than \$70 million to date – have a measurable, positive impact in schools and improve outcomes for students. The Fund remains committed to making Chicago the first city in the nation with world-class public schools for all. We currently work toward this vision by stewarding programs, initiatives and organizations that train, support and retain outstanding principals citywide. We value collaboration, integrity and equity. Please visit [www.thefundchicago.org](http://www.thefundchicago.org) to learn more.

**Summer Fellow Project Description**

We seek several fellows to work with our Engagement team who can produce content for The Fund's blog through interviewing Chicago public school principals. In partnership with the Associate of Engagement, these Fellows will create a list of principals to target for blog posts and develop an action plan that accounts for outreach, developing themes for posts, conducting the interviews, drafting posts, and consulting with other team members on content and editing. The goal is to create a bank of 40 blog posts by the end of the summer.

**Preferred Skills and Experiences**

All Fellows must have exceptional verbal and written communication skills, particularly with diverse audiences. Fellows with a background in journalism have traditionally done well with this project. Fellows must be highly proficient in Microsoft Office, particularly Word and PowerPoint. Based on the nature of the project, Fellows must be comfortable developing and cultivating relationships with education professionals across Chicago. The Fund is a fast-paced organization, so the ability to manage many details on tight timelines is key.

The information contained in this job description is intended to convey information about the essential functions and requirements of the position. It is not an exhaustive list of the skills, efforts, duties, responsibilities or working conditions associated with the opportunity.

**Start Date:** June, exact start date flexible

**End Date:** Aug/Sept, exact end date flexible (8 weeks in total)

**Compensation:** \$1,250.00, paid every 2 weeks, for a total of \$5,000.00.

**TO APPLY**

Please email a **resume and cover letter** that outline how your skills and experience meet the qualifications of the position. In your cover letter, please also indicate how you heard about this opportunity.

All materials should be sent to [careers@thefundchicago.org](mailto:careers@thefundchicago.org).

We regret that we will not be able to respond to phone inquiries about this position.

**Please note that the finalist(s) for the position will need to submit to a background check.**

*The Chicago Public Education Fund is an equal opportunity employer. The Fund evaluates applicants for employment on the basis of qualifications, merit and work-related criteria without regard to race, color, religion, sex, national origin, age, sexual orientation, mental or physical disabilities, pregnancy, childbirth, medical condition, marital status or any other characteristic protected by law. The Fund employs and values a diverse work environment.*