

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 to learn more.

Summer Fellow Project Description

We seek a Fellow to work on our Program & Investment team for the summer who can produce case studies from our 2018-2019 programs and offer launch support for our 2019-2020 programs. In partnership with the Manager of Program & Investment, this Fellow will create a list of principals to target for case studies and develop an action plan that accounts for outreach, conducting interviews, drafting case studies, and consulting with Program and Engagement team members on drafts and copy editing. This process will be repeated until a bank of ~20 case studies are developed.

Preferred Skills and Experiences

Fellows must have excellent project management and coordination skills in order to execute multiple workstreams. Exceptional verbal and written communication skills, particularly with diverse audiences, is required, including the ability to summarize and synthesize qualitative feedback. Highly proficient in Microsoft Office; intermediate or advanced skills in Excel, Word and PowerPoint preferred. An ideal candidate will have a working knowledge of schools or experience working in a school setting. 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.

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.