

Joint Civic Committee of Italian Americans (JCCIA) Internship

Founded in 1952, the Joint Civic Committee of Italian Americans (JCCIA) serves as a congress for the Chicagoland Italian American organizations and represents the community on a local, state, national and international level. The JCCIA is dedicated to its heritage and promoting the Italian American community.

Internships at JCCIA are unpaid positions. We are able to work with your school for college credit. Expected time commitment per week will vary and is dependent on the requirements of your school.

We seek Chicagoland area-based interns who are:

- Committed to helping advance the Italian American community locally and worldwide.
- Committed to using entrepreneurship to provide solutions for the development of a non-profit organization.

The Internship is intended for college students who are exploring career fields and/or whose degree requires an internship. Academic fields recommended for participants in the study areas of Public Administration, Business Administration, Accounting, Non-Profit Management, Marketing, or a related discipline.

Applicants will work directly with the Executive Director to assist with developing action plans for implementing strategic goals and new initiatives. Projects may include: develop and foster partnerships; assist with organization and programmatic goals and objectives; draft, review, edit, interpret and reports/communications; support fundraising and resource development plans; support membership development; assist with database management, website design and updates, social media management, event publicity and marketing and other general administrative tasks.

Throughout the internship, students can expect to either gain or further their understanding and education of the following;

- Creating and further developing partnerships with other organizations and agencies within the community that benefit and support the Non-Profit.
- Direct, hands-on understanding of how a Non-Profit operates.
- Understand and improve upon the basic knowledge of administrative responsibilities within the Non-Profit.
- Develop hands-on experience collaborating with volunteers, board members, and other members of the organization.

All interested interns should submit and attach the following:

- A current updated resume
- A cover letter that includes three learning objectives for your internship

Work Location: Joint Civic Committee of Italian Americans Office

Internship Compensation: College credit based on approval from your college/university

This Internship Is: Open to applicants 18 years old and above and who are currently enrolled in a college or university.