

## OPERATIONS AND COMMUNICATIONS INTERN

Chicago United for Equity is looking for a dynamic, talented, and motivated individual to join the organization as a part-time intern to provide operations capacity.

### About us

CUE works to build a racially just, equitable, and inclusive Chicago. We do this by connecting and supporting community-based and city-wide networks of individuals who are leading innovative racial justice reforms across Chicago. Our work exists at the intersection of organizing, policy, and law to address the root causes of inequity.

### Description

We are seeking an operations intern who strives to create inclusive and welcoming environments in every space they lead. They have some experience with event planning, and seek to create spaces that make every guest feel a sense of belonging.

The successful candidate will demonstrate a deep commitment to racial justice and second-to-none communication skills. Additionally, all members of the CUE team are expected to have strong self-awareness, commitment to equity within the workplace, and a strong sense of urgency (aka hustle). This is a start-up organization responding to an ever-changing movement, so successful candidates will demonstrate the ability to think quickly, critically, and iterate collaboratively in a team environment. Humility and a sense of humor is appreciated.

### Responsibilities

- Support strong event planning and execution
- Contribute to developing strong management systems to help build out our programs
- Write, edit, and design CUE's communications for events
- Manage and update website and social media accounts

### Qualifications

- Experience in media/journalism and/or event marketing preferred
- Multilingual ability is a strong plus

Applicants should submit a resume and cover letter to [chicagounitedforequity@gmail.com](mailto:chicagounitedforequity@gmail.com) with the subject line: "Operations and Communications Intern." Applications reviewed on a rolling basis.

*Chicago United for Equity is an equal opportunity/affirmative action employer. All qualified persons are encouraged to apply, regardless of race, color, creed, ethnicity, national origin, ancestry, age, height, weight, sex, gender identity, sexual orientation, disability, HIV status, marital or domestic partner status, or religious affiliation.*