



# CIRCLE OF SERVICE FOUNDATION

*Supporting great organizations to enhance community, opportunity and well-being*

**Company:** Circle of Service Foundation (COSF, the Foundation), Downtown Chicago (Loop)

**Position:** Summer 2024 Internship

**Background of Foundation:** The Circle of Service Foundation is a nonprofit organization that supports organizations in the areas of Community Services, Jewish Community, Education, Medical Research, Violence Reduction, Climate, Democracy, and diversification of the Construction Trades. Foundation staff are primarily tasked with reviewing grant requests and implementing strategies outlined by the Foundation’s board. This includes understanding community needs, identifying opportunities for support, conducting due diligence on grant requests, and bringing recommendations to the board for their review.

**Position Opportunity:** If you are a student who is interested in nonprofits and social impact – maybe you have volunteered with an organization or studied ways to address societal challenges – you will likely find this internship appealing. This position will provide you with a unique view into the broad nonprofit sector as we provide grants to a variety of organizations. During your time with the Foundation, you can expect to be exposed to a range of nonprofit programs and network with colleagues from other Foundations. This internship could serve as a great first experience for those interested in pursuing work in nonprofits, social impact sector, education, community services, or public administration after completing your degree.

**Position Summary:** The Intern will assist staff who implement grantmaking strategies. There are program coordinators for each of these five areas: Education, Community Services, Medical Research, Jewish Community, and the Construction Trades. The Intern will work with the program team to conduct research, attend meetings with organizations the Foundation supports, connect with staff from other Foundations to discuss collaborative work, and undertake special projects as needed.

Responsibility	Purpose
Use available data and online research to perform secondary research on issues related to areas of grantmaking, racial equity, and capacity building.	This research helps inform our giving strategy by answering key questions: What are the areas of greatest need in the communities we support? Who is working on these issues? How can we help?
Read and synthesize information related to areas of giving, capacity building or philanthropy, and the social sector generally.	Foundation staff and our colleagues who support the accounting and investment functions of the foundation consume significant amounts of information via news articles, academic research, and other sources. Sourcing and summarizing this information is critical for our work.
Provide support for internal and external meetings, including material preparation, notetaking, and follow-up.	This type of support helps establish clear communication for meeting attendees, creating efficiencies in collaborative work. Internal meetings may include check-ins and planning meetings; external meetings may include site visits to organizations the Foundation supports or collaboration meetings with colleagues from other foundations.
Undertake special projects upon request.	Supporting special projects means providing extra capacity to Foundation staff so they can accomplish projects in addition to grantmaking.

**Work Schedule:** The Foundation’s core working hours are 8:30am – 5:00pm, Monday through Friday. The hours for this position must be within the core working hours and must be consistent week to week, however, the exact start and end dates are flexible.

We anticipate the position will involve approximately 25-30 hours per week, and these can be scheduled over three, four or five days. Currently, Foundation staff are expected to be in the office in downtown Chicago on Tuesdays, Wednesdays, and Thursdays.

**Start Date:** Late May or early June 2024, exact start date flexible

**End Date:** August 2024, exact end date flexible

**Compensation:** \$20/hour, biweekly payroll

**Preferred Qualifications and Experience:**

- Currently a rising third- or fourth-year student pursuing a bachelor’s degree
- Smart, high-energy person, who can multi-task
- Strong attention to detail and deadlines
- Ability to work with minimal supervision and be a strong team player
- Strong written and oral communication skills
- Flexible to assume additional responsibilities as assigned

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. The Foundation will provide any necessary equipment to support a successful hybrid internship experience, if necessary.

**Applying:** Please submit your resume (one-page) and contact information (e-mail and telephone) to [info@cosfoundation.org](mailto:info@cosfoundation.org) with “Summer Internship” in the subject line no later than **Wednesday, March 20, 2024**.

**Commitment to a Diverse and Inclusive Team:** The Foundation is committed to diversity, equity, and inclusion, and actively invites applications from individuals who identify as a member of a traditionally marginalized and/or underrepresented community.

**Additional Information:** Employment is contingent on the satisfactory completion of a background check (which shall be used only to the extent permitted by applicable law) and a negative drug test result for drugs that are illegal in the state of Illinois.