

Company: Circle of Service Foundation (COSF, the Foundation), Downtown Chicago (Loop)
Position: Summer 2026 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 the Skilled 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 can provide you with a unique view into the broad nonprofit sector because 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. The Foundation currently has program coordinators for each of these program areas: Education, Community Services, Medical Research and Jewish Community. The Intern will work with the program and grants management teams 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 hours are 8:30am – 5:00pm, Monday through Friday. The hours for this position must be within the Foundation's working hours and must be consistent week to week, however, the exact start and end times are flexible.

The expected hours for the intern position are 25-30 per week, and may be worked over three, four or five days. Currently, Foundation staff are expected to work in our Chicago office on Tuesdays, Wednesdays, and Thursdays.

Anticipated Start Date: June 2, 2026

Anticipated End Date: August 6, 2026

Compensation: \$20/hour

Preferred Qualifications and Experience:

- Students pursuing an undergraduate degree.
- Students majoring in the following areas might find this opportunity particularly appropriate, though we are open to students in other majors: education, social work, psychology, sociology, race and gender studies, criminal justice, public health, public policy, urban planning, biological and biomedical sciences.
- 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 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, no cover letter required) and contact information (e-mail and telephone) to info@cosfoundation.org with "Summer Internship" in the subject line no later than **Friday, March 13, 2026.**

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 upon the satisfactory completion of a background check and a negative test result for drugs that are illegal in the state of Illinois.