

New Chicago Consulting, LLC

INTERNSHIP PROGRAM



INFORMATION PACKET & APPLICATION

ABOUT NEW CHICAGO CONSULTING

New Chicago Consulting LLC is a full-service consulting firm specializing in communications, political consulting, and fundraising. Many of our clients come to us to ensure a winning, comprehensive strategy for their campaign. Clients include city, state and federal candidates as well as issue advocacy groups, and both large and small businesses. Your participation in this internship opportunity will help ensure successful campaigns for a variety of clients. Although the work can be demanding, this experience will be both insightful and encouraging through your course of study as you travel down your career path. Our interns will be doing hands on work and are an integral and invaluable part of our team. We are looking for individuals from a wide array of backgrounds to bring a unique perspective to the client services.

Internship Program

Our Internship Program seeks qualified candidates who are willing to be a part of the team. Interns will have a unique opportunity to work with the New Chicago Consulting staff as well as clients, donors, and community groups. The program is for dedicated individuals who have a strong interest in the multi-faceted political and public affairs realm. Interns will gain insight into the inner workings of strategic communications, campaigns, and fundraising and will assist various duties in their day-to-day operations. This is an opportunity to work directly with senior staff members and gain valuable experience for your own career aspirations. We ask that interns commit **10 to 30 hours per week** towards the internship program.

Internships are **unpaid** but students may be able to earn college or high school credit depending on the requirements of their respective institutions.

Enrollment Periods

The Spring internship period begins on February 4, 2019 and runs through May 24, 2019. Our Summer internship begins June 3rd, 2019 and runs through August 26, 2019. The Fall internship period begins September 16, 2019 and run through November 8, 2019. (New Chicago understands student enrollment schedules may not align with these dates and will accommodate students if needed.)

We will be reviewing applications on a rolling basis; however, applications that are received ahead of each start date will be given priority.

Application Requirements

- Application Form (below)
- Current Resume
- Statement of Interest (100 to 150 words)

Please email your Application Form, Resume and Statement of Interest in PDF format to intern@newchicagollc.com, or you can mail your application materials to:

New Chicago Consulting, LLC
220 N. Green St.
Chicago, IL 60607

INTERNSHIP TRACKS

★ Communications | Fundraising | Political | Research ★

Communications: Communication interns will get hands on experience raising our clients' profile in the media by assisting the communications team with creating media lists, writing press releases, and pitching journalists. They will assist with coordinating media tours, press conferences, securing interviews as well as editorial board campaigns. Interns will also help with comprehensive public affairs campaigns at the local, state and federal levels influencing public policy through utilizing strategic political planning and grassroots coalition building.

Fundraising: Fundraising interns will work as part of a collaborative team to raise funds for a variety of races in Chicago at the local, state, and federal level. This program offers a unique experience to work with multiple candidates and gain exposure to the fundraising world of Chicago. Fundraising intern responsibilities will include everything from donor research, event planning, database management to working directly with candidates learning firsthand about political fundraising.

Political: Political interns will learn first-hand how to develop comprehensive campaign strategy based on previous election results and will assist with researching and drafting media releases and questionnaire responses, field outreach and volunteer recruitment, data compilation, and analysis. They will assist with coordinating volunteers for field efforts and community events. Interns will also help coordinate various campaign services with the Campaign Manager to ensure fluid political planning and campaign.

Research Analyst: Interns will be exposed to investigative research techniques on a variety of topics while synthesizing and analyzing data. They will be expected to access and analyze information from a variety of sources including media, public databases, reports produced by think tanks and more. They will also be expected to process Freedom of Information Requests and interface with government officials to explore topics as assigned. The successful candidate should be well organized, comfortable working in a challenging environment, and confident that they will be able to meet strict deadlines.

Qualifications: Interns must share our passion and enthusiasm for providing strategic and hands on services to our clients. We are looking for self-motivated, energetic leaders. In the fast-paced environment of a political or public affairs campaign, it is essential that all Interns conduct themselves in a professional, mature manner. Applicants must be able to demonstrate the following:

- A passion for politics or public affairs
- Strong organizational skills
- Independent initiative on projects
- Excellent verbal and written communications skills
- General knowledge of basic computer programs (Microsoft Office, Microsoft Excel & Word)
- Willingness to lead grassroots activities (phone banking, canvassing, and speaking at local events)
- Ability to take direction while working independently
- Respect for deadlines and punctuality
- Ability to multi-task in a fast-paced, high-stakes environment
- Attention to detail

APPLICATION

Name:

Address:

Phone
Number:

E-mail:

School & Year
(If Applicable):

Availability/
Start Date:

INTERNSHIP TRACK OPTIONS

Please select the top two departments that you would be interested to work in. Note that the duties listed describe general duties that may be subdivided among all interns or fellows in a given department.

Communications **Fundraising** **Political** **Research Analyst**

CERTIFICATION

My statements on this form and on all of my application materials are true and correct to the best of my knowledge and belief. I understand that in exchange for career oriented experience, I will be expected to treat my colleagues with dignity and respect and work to the best of my ability to fulfill the tasks assigned as part of my duties.

Signature: _____ Date: _____

For more information, please contact our Intern Coordinator Katherine Miles at intern@newchicagollc.com