



Julian Grace Foundation Summer Intern Job Description

Company: Julian Grace Foundation, Highland Park, IL

Position: Summer Intern

Background of Foundation: The Julian Grace Foundation is an entrepreneurial private foundation that does high-engagement grant making in order to create a just, unified and hopeful world. Founded in 2014, the Julian Grace Foundation envisions a just world, in which there is renewed hope, socio-economic mobility, and unity and healing within and between individuals, communities and the environment. **The Foundations Program Areas include: Educational Opportunity, Immigration & Human Rights, Environmental Protection, Preservation of Cultural Heritage, and Health.** The Foundation also features the Next Generation Programs which includes the High School Youth Board, Emerging Leaders in Philanthropy Board, and Internship Program. The office is within walking distance of the Highland Park stop on the Metra Union Pacific North Line.

Position Summary: The Summer Intern position is an 11-week long temporary role that will be responsible for assisting in multiple programmatic and administrative areas either internally at the foundation **OR** onsite at a non-profit grantee partner. The Foundation's core working hours are 9:00am – 5:00pm, Monday through Friday with occasional evening events and/or meetings. The position will involve 30 hours per week scheduled over four days, with a specific schedule based on organizational needs. The schedule will include participation in a nonprofit intern development program with CAFE/LEAD featuring training, professional development and peer connections. This internship will be held in a hybrid (virtual and in-person) setting with some required in-person events in the Chicagoland and Lake County area as well. The ability to commute across these areas is expected.

Major Responsibilities:

- Internship participants will complete a project determined by a combination of the following: participant's knowledge, interest area(s), JGF needs and/or needs of the non-profit grantee partner.
- Project based work can include a limited project affiliated with a JGF grantee partner.
- Project based work with a grantee partner may be hybrid and feature a Chicago or Lake County based grantee partner.
- Support the facilitation of the Next Generation Programs (NGP), particularly the High School Youth Board (HSYB) and Emerging Leaders Philanthropy Board (ELPB) and other NGP needs as necessary.
- Provide support for internal and external meetings, including preparation of materials, notetaking, and follow-up as necessary.
- Undertake special projects and duties related to the work of the Foundation upon request.

**Preferred Qualifications and Experience:**

- An individual currently in their junior or senior year of college/university
- Proactive person who can multi-task
- Strong attention to detail and deadlines
- Ability to work with minimal supervision and be a collaborative team member
- Excellent written and oral communication skills
- Positive attitude and flexible to assume additional responsibilities as assigned
- Proficient in excel and ability to learn additional software
- Interested in learning about the social sector as a career path
- **There is particular interest in participants who have existing skills and knowledge in one or more of the following areas: research, data analysis, community engagement, event coordination, immigration work, health work, interest in working on site at a non-profit organization or interest in working in the philanthropic sector.**

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 Julian Grace Foundation is an equal opportunity employer committed to hiring a diverse work force at all levels of the organization. We value and encourage the contributions of our employees and work to create an environment where everyone can reach their full potential and achieve outstanding results. If you meet the qualifications, you will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran or any other classification in accordance with applicable federal, state, and local laws.

Start Date: June 2, 2025

End Date: August 15, 2025

Compensation: \$24/hour, paid every 2-weeks

Schedule: The hours for this position will primarily take place within the core working hours and will be consistent week to week, but the exact start time and end time are flexible with approval from supervisor. This internship will take place in a hybrid setting. Additional meetings and events may take place outside of core work hours-some evenings and weekends.

Applying:

1. Please complete the following [form](#) no later than **Friday, April 18, 2025.**



2. Also, please submit your resume to Alice Morado at amorado@juliangrace.org with "Summer Internship 2025" in the subject line no later than **Friday, April 18, 2025**

Selected candidates will be invited to take part in a virtual interview. Interviewed candidates will receive a response by April 25th.

Please note that the finalist(s) for the position will need to complete a background check.