

POSITION AVAILABLE: NONPROFIT SERVICES INTERN

Chicago Access Network Television (CAN TV) is seeking a Nonprofit Services Intern to help Chicago based nonprofits use CAN TV to reach local residents with information about health, education, housing, job training, and more.

CAN TV provides training, equipment, facilities, and channel time to Chicago nonprofit organizations. Its five local, noncommercial, cable channels 19, 21, 27, 36, and 42, help viewers find jobs, locate HIV/AIDS and domestic violence counseling, access art and educational resources, volunteer for nonprofits, interact with local public officials, and experience a diversity of viewpoints. CAN TV is an award-winning, highly successful, independent nonprofit which is recognized nationally as one of the finest access centers in the country.

There are 24 members of the Board of Directors. A staff of 35 full-time and part-time employees implement CAN TV's programs.

This internship opportunity will provide the successful applicant with the opportunity to interact with clients from nonprofits throughout the City while assisting those groups in the use of CAN TV's services. Active involvement in a hands on environment will lead to gaining valuable customer service and facilitation skills.

Responsibilities include:

- Assisting nonprofit clients with live, call-in television programs
- Acting as phone tech for live, call-in television programs
- Performing basic administrative tasks such as data collection and compiling reports
- Other duties as needed

Qualifications:

- Strong customer service skills and experience
- Good computer and organizational skills
- Flexible work schedule (Evenings required) with a commitment of 16-20 hours per week
- 2 years of college preferred
- A 2-3 month commitment preferred
- Bi-lingual Spanish a plus

This is an unpaid position. CAN TV is an Equal Opportunity Employer

Submit cover letter and resumes to:

Nonprofit Services Internship Program

CAN TV

322 S. Green Street

Chicago, IL 60607-3502

E-mail: hr@cantv.org

Fax: (312) 738-2519

(No telephone calls, please)