



Senior Village



3757 S. Wabash Ave.
Chicago, Illinois 60653
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www.trcwabash.org

Our Mission: We aim to promote self-sufficiency through an innovative and comprehensive network of supportive housing, employment, and educational services.

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Business Administration Internship Job Description (unpaid)

The Renaissance Collaborative is a small community development nonprofit that specializes in housing the chronically homeless and workforce development programs. Our mission heavily focuses on helping the population we serve achieve self-sufficiency. **Bronzeville Green Organic Landscaping** is a social enterprise under TRC's workforce development programs that hires returning citizens (people with criminal backgrounds) to help them successfully re-enter society. Bronzeville Green strives to help these citizens gain valuable work experience, improve work ethic, and develop skills that will aid them in finding gainful employment. To achieve this, TRC is seeking a business administration intern. This is an excellent opportunity for a highly organized and motivated individual to develop skills in Business administration work and ultimately learn about landscaping and workforce development.

Responsibilities include:

- Perform an analysis of Bronzeville Green business practices and outcomes for 2020 and write a business plan for 2021-2022 that outlines practical measures that can be taken to improve those outcomes
- Collection of data & creation of reports necessary to conduct the aforementioned analysis
- Conduct a variety of general administrative tasks as assigned, including billing and document filing
- Assisting the Business Development Manager in identifying new customers and creating bids for new clients
- Research funding opportunities to subsidize Bronzeville Green employee training hours in conjunction with the Resource Development team
- Maintaining positive client relationships

An ideal candidate must:

- Be an undergraduate or graduate student in good academic standing, preferably studying Business Development, Social Enterprise Management or a related field.
- Must be computer literate (working knowledge of word processing, PowerPoint, Excel).
- Excellent interpersonal, organizational and research skills
- Detail-oriented and team player
- Accounting or Business Administration students encouraged to apply



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Bronzeville Green
Organic Landscaping

Time commitment: Minimum of 20 hours per week, 16-week commitment. Expected start date of January 11, 2021.

Location: Intern is expected to be on site at 3757 S Wabash Ave unless changes in the city/state pandemic mitigations do not allow it. ALSO, please bring a laptop if you have one. We have some extras if necessary, however they are very old and slow. Possession of a car and drivers license may also be helpful.

To apply: E-mail cover letter and resume to the Volunteer Manager, Isaiah Moore, at imoore@trcwabash.org with subject line of "Application for Business Admin Intern"