



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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Marketing & Communications 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. The Renaissance Collaborative is funded through multiple sources including government funding and rent income through our apartments. We also do multiple fundraising events throughout the year to bring in income and receive donations from individuals, foundations, and corporations. TRC is seeking a Marketing and Communications Intern to help expand the reach of our marketing efforts to gain more community support. This is an excellent opportunity for a highly organized and motivated individual to develop skills in nonprofit marketing and communication work and ultimately learn about housing and workforce development.

Responsibilities include:

- Work with the Resource Development & Communications Manager to begin the process of a website overhaul through analysis of the current site and redrafting and reorganizing content
- Interview residents and trainees to collect stories to share in communications
- Update and maintain TRC's social media presence, including scheduling Facebook updates
- Assist in planning, writing and managing monthly eNewsletter
- Draft, distribute and pitch news releases, media alerts, and other stories
- Designing flyers, graphics, e-vites and other marketing material for major events hosted by TRC
- Reach out to community organizations, donors, and the general public to inform them about TRC's mission, news, and accomplishments
- Collaborate with staff to collect ideas and foster a work culture that supports the agency's marketing goals

An ideal candidate must:

- Be an undergraduate or graduate student in good academic standing, preferably studying Marketing & Communications or a related field.
- Have a firm grasp of social media platforms and how to use them in an organizational capacity
- Must be computer literate (working knowledge of word processing, PowerPoint, Excel). Proficiency in Adobe InDesign and Photoshop highly desired. Knowledge of HTML and graphic design a plus
- Be an exceptional communicator, both written and oral



Senior Village



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.

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