



Public Health Institute of Metropolitan Chicago

## **Position Announcement Intern, Alliance Program – Action Camp**

### About Public Health Institute of Metropolitan Chicago

The Public Health Institute of Metropolitan Chicago (PHIMC) is a pivotal organization dedicated to creating compassionate, affirming, and racially equitable systems to enhance health and well-being for everyone. PHIMC's mission is to align people, strategies, and resources to strengthen public health and advance health justice through innovative and collaborative methods.

To address critical health challenges, PHIMC collaborates extensively with various entities, including public health departments, government agencies, community-based organizations, advocacy groups, academic institutions, grant-making bodies, healthcare providers, and associations. This approach ensures a comprehensive and inclusive strategy for tackling health issues. Central to PHIMC's ethos is its commitment to equity, which permeates all aspects of its work.

Recognizing its workforce as its most valuable resource, PHIMC is committed to recruiting and developing a passionate, trustworthy, and knowledgeable team. The focus is on employee growth and success, as they are essential to achieving PHIMC's goal of improving health and racial equity in Illinois communities. Employees are encouraged to build authentic relationships based on empathy and inquiry, both within their teams and with external partners. This supportive and nurturing work environment is ideal for individuals passionate about making a positive impact on public health and advancing racial equity.

### About the Alliance

The Alliance promotes safety, support, and healthy development of lesbian, gay, bisexual, transgender, queer, and questioning (LGBTQ+) youth in Illinois through advocacy, education, youth organizing, and professional development. The Alliance's youth leadership model is based on a nationally recognized model known as the "5 C's" – Confidence, Contribution, Connection, Character, and Competence. This model focuses on strengths young people bring to spaces they occupy rather than viewing them as problems to be fixed, and ensures all work is youth-led.

PHIMC is seeking an intern to support our largest youth leadership convening, Action Camp. Action Camp is a 5-day sleepaway camp that happens each August to bring together leaders from Gender & Sexualities Alliances (GSAs) and youth groups across the state to learn from one another and shape the safer school's movement. Action Camp is a space often described as "magical" where youth are able to see their identities reflected back at them, sharpen their critical lens, strengthen their own anti-oppressive frameworks, and actively skill-share and practice what it means to create spaces in the world where all identities are safe, supported, affirmed, and celebrated. Action Camp is open to youth leaders who are rising 8th graders through rising Seniors in high school.

This internship will be supervised by the Program Director – Alliance throughout the intern period. The internship is expected to be approximately 25-30 hours per week, to be determined by school

requirements, if applicable. Ideally, the intern could support the Alliance program from May 2026 – August 2026.

## Responsibilities and Key Activities

The ideal candidate will demonstrate a commitment to equity, youth engagement practices, LGBTQ+ inclusivity, and community partnerships, along with skills in communication, organization, and collaboration. Candidates should feel comfortable engaging with diverse communities, managing multiple tasks, and working with both data and people. This internship offers an opportunity to gain experience in community organizing, outreach, data collection, youth leadership, and event planning. The primary project for the internship is to support the programming team for Action Camp. In this role, the intern will collaborate with the Youth Leaders in the development of workshops and social events. The role will also support fundraising and outreach efforts.

### ***Administrative Support***

- Review Action Camp materials to ensure that they are youth centered.
- Provide recommendations on updates to the Action Camp planning process.
- Develop outreach strategy to connect with youth in rural areas.
- Attend programming meetings which usually happen during the weekends.
- Follow up with Youth Leaders to provide guidance and feedback as they complete their workshops and materials.
- Attend the overnight retreat in Chicago scheduled for June 25 – 26, 2026.
- Attend Action Camp August 2 – August 7, 2026.
- Support with logistical coordination for meetings and events.

### ***Program and Youth Leadership Support***

- Maintain updated contact lists for student leaders, GSA sponsors, and community organizations.
- Assist in tracking program participation, event deliverables, and youth engagement metrics.
- Support with drafting and sending communication for Action Camp meetings and relevant information to Action Camp attendees and collaborating organizations.

### ***Community Engagement***

- Support fundraising efforts by connecting with businesses, groups, and individuals that could support Action Camp as sponsors.
- Update Sponsorship tracking document and provide recommendations on how to improve process for Action Camp 2027.
- Support all in person fundraising efforts including but not limited to attending the Off the Grid fundraiser on May 9, 2026.

### ***Social Media***

- Create content highlighting sponsorship opportunities.
- Create content to highlight partners and sponsors on social media platforms.
- Help schedule and monitor posts on Instagram.

### ***Data and Reporting***

- Collaborate with the Alliance team to collect, organize, and analyze participation and feedback data.
- Collect feedback forms at Action Camp and create an excel form to keep track of information.
- Provide team with quotes and trends identified in data collection.

Qualified applicants are considered for employment regardless of age, race, color, religion, gender, national origin, sexual orientation, disability, or veteran status. PHIMC encourages applications from women, people of color, individuals with disabilities, and lesbian, gay, bisexual, transgender, and gender non-conforming individuals. We are committed to building teams that reflect the diversity of our candidates and to building equitable and inclusive environments that fully leverage our employees' skills, potential, and unique perspectives.

Compensation: This is a voluntary, unpaid internship designed for individuals who are passionate about making a difference. While the position is not compensated financially, it offers a meaningful opportunity to contribute to impactful work in LGBTQ+ advocacy, public health, and systems change—while gaining hands-on experience, building valuable skills, and expanding your professional network.

To apply, please submit a cover letter and resume. In your cover letter, please include how you learned about the position, what interests you in the role, what you have to offer, and how your skills and qualifications align. Address cover letters to the Hiring Committee and email them with a resume to [jobs@phimc.org](mailto:jobs@phimc.org) with "Intern – Alliance Action Camp" in the subject line. Applications will be accepted until the position is filled. No phone inquiries will be accepted.