

Communications Internship for Data Planning

Public Health Institute of Metropolitan Chicago (PHIMC) seeks a Communications Intern to support agency-wide communications by helping coordinate, organize, and plan the collection of data that demonstrates the organization's impact. This role will help strengthen PHIMC's ability to communicate the results of its work to funders, partners, and the communities it serves.

About Public Health Institute of Metropolitan Chicago

Guided by the vision of achieving compassionate, affirming, and racially equitable systems to support health and wellbeing for all, Public Health Institute of Metropolitan Chicago (PHIMC) aligns people, strategies, and resources to strengthen public health and advance health justice through innovation and partnership. PHIMC leads efforts to strengthen the public health infrastructure in Illinois through organizational development, systems transformation, and program implementation. PHIMC tackles critical health challenges in partnership with public health departments, government agencies, community-based organizations and advocacy groups, academic and grant-making institutions, and healthcare providers and associations.

PHIMC Culture

PHIMC promotes equity in all its work and is committed to addressing systemic factors that perpetuate discrimination and injustice, particularly based on race, class, and gender. At PHIMC, all employees are expected to hold and center equity and to strive to build authentic relationships with colleagues and partners that are rooted in empathy and inquiry. PHIMC is committed to recruiting and supporting a workforce that is passionate, trusted, and well informed on issues critical to the organization. PHIMC believes its most valuable resource is its people and invests in employees' growth and success. Come work with passionate colleagues in a supportive environment as we strive to improve health and racial equity in Chicago communities. PHIMC has instituted a hybrid workplace, where staff are expected to work from the office three days a week.

Responsibilities and Key Activities

The Communications Intern for Data Planning will help develop and improve processes for gathering and organizing data across the organization that demonstrates PHIMC's impact. Working with Communications and Program staff, the intern will support efforts to tell the story of PHIMC's work advancing community-driven solutions to public health challenges, including HIV prevention and care, behavioral health and harm reduction, school and community wellness, gender-affirming services, support for justice-impacted individuals, and affirming environments for LGBTQ+ youth throughout Illinois.

Intern activities in 2026-2027 may include any or all of the following:

Data Planning

- Support the development and piloting of **new tools** to streamline staff processes for gathering and reporting impact data to fuel external communications.

- Apply knowledge of public health data and/or audience engagement metrics to support the development of **PHIMC's Impact Highlights Report** for donors.
- **Data Analysis:** Monitor and evaluate the impact of communication channels and campaigns and offer input into strategic shifts that may be useful.

Social Media & Digital Communications

- **Draft content** to showcase PHIMC's work, partners, and impact stories on Instagram, LinkedIn, Facebook, in bulk email, and on PHIMC's website.
- **Create** shareable graphics, photos, or quotes in collaboration with Communications and Program staff for use on Instagram, LinkedIn, Facebook, in bulk email, and on PHIMC's website.
- **Track engagement metrics** for social media posts to evaluate reach and interest.

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 community reentry, public health, and systems change—while gaining hands-on experience, building valuable skills, expanding your professional network, and meeting academic requirements.

This internship will require a commitment of 10-15 hours per week, and the weekly schedule will be determined by the intern and supervisor at the beginning of the internship. The intern may choose to work remotely, in PHIMC's Chicago Loop office, or hybrid.

Qualified applicants are considered for this internship 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, lesbian, gay, bisexual, transgender, intersex, queer/questioning, asexual, and gender non-conforming individuals. We are committed to building teams that reflect the diversity of our communities and to building equitable and inclusive environments that fully leverage our employees' skills, potential, and unique perspectives. PHIMC requires all staff and interns to prove they are fully vaccinated for COVID-19 or request a medical or religious exemption.

To apply, please email a cover letter and resume to roiann.phillips@phimc.org and include "Communications Internship" in the subject line.

Applications will be accepted until the position is filled.

No phone inquiries will be accepted.