

Communications Internship for Video Editing

Public Health Institute of Metropolitan Chicago (PHIMC) seeks a Communications Intern to support specific health initiatives and agency-wide communication objectives through video editing, production, and distribution. 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 video editing will develop and assist staff in filming, editing, and publishing video to advance community-driven solutions to public health challenges in HIV prevention and care, behavioral health and harm reduction, school and community wellness, gender-affirming services, support for justice-impacted individuals, and affirming spaces for LGBTQ+ youth.

This may include any or all of the following:

Video Production

- **Edit videos** from PHIMC conference presentations, interviews, events, and meetings to engage people in specific areas of PHIMC's work. PHIMC video editing tools include Canva and Adobe.
- **Publish and distribute videos** to promote specific PHIMC events, such as the Illinois Reentry Conference held in March or Action Camp for LGBTQ+ youth and allies held in August.

- **Record video** at key PHIMC events such as the Fall Reception in November, the Illinois Reentry Conference in March, or a Youth Health Convening in the Spring – using a mobile phone or PHIMC’s small video camera.

Social Media & Digital Engagement

- **Draft content** to showcase PHIMC’s work, partners, and impact stories. This includes but is not limited to video content for use on YouTube, Instagram, Facebook, and LinkedIn.
- **Create** shareable graphics, photos, or quotes in collaboration with Communications and Program staff for use on LinkedIn, Instagram, Facebook, and 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. Most of the work can be done remotely, but there may be a few days where the intern is needed in-office or on-site in Chicago.

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.