



Position:	Communications Intern
Company:	Illinois Economic Policy Institute (ILEPI)
Website:	www.illinoisepi.org
Job Location:	La Grange, Illinois 60525 with ability to work remotely
Start Date:	As early as January 2023 (Spring Semester) or May 2023 (Summer Break)
Employment Type:	Part Time / Spring Semester / Summer Break
Preferred Education:	Pursuing Bachelor's or Master's degree
Compensation:	\$16.00-\$20.00 wage per hour
Instructions:	Please send a resume, cover letter, and summary of the social media platforms you use to fmanzo@illinoisepi.org

Mission Statement: The Illinois Economic Policy Institute (ILEPI) promotes thoughtful economic growth for businesses and working families. ILEPI uses advanced statistics and reliable research techniques to provide candid and dynamic analyses on major subjects affecting Illinois, the Midwest, and beyond.

Duties and Responsibilities:

Social Media and Digital Communications (70%)

- Improves the organization's current social media profiles on Facebook, Twitter, Instagram, LinkedIn, and YouTube, with the primary goal of expanding followers
- Launches new social media channels for the organization, such as Tik Tok and Snapchat
- Assists with creating content, such as posts and videos, on social media channels
- Designs infographics, memes, flyers, and leaflets using Canva or a similar platform
- Develops and executes email engagement campaigns
- Manages contact lists

Public Relations (20%)

- Works with the Executive Director and the organization's public relations consultant to ensure that external communication consistently reflects the organization's mission statement and brand
- Assists in sending out press releases to journalists and editors
- Assists in creating and distributing the organization's quarterly newsletter
- May attend, work at, and photograph organization events
- May draft press releases, op-eds, and letters to the editor

Relationship-Building and Policy Influence (10%)

- Meets weekly or biweekly with the Executive Director to discuss ongoing tasks and projects
- Builds and maintains strategic alliances with staff, affiliates, academic programs, and journalists
- May attend Executive Board meetings
- May author blog posts about industries, programs, and public policies of interest
- May help prepare and present testimony before local and state legislatures, the press, and policy professionals

Job Qualifications: The candidate should be pursuing a degree with coursework in communications, digital communications, public relations, journalism, marketing, English, political science, public policy, economics, sociology, or a related field. Effective communications skills, both orally and in writing, are required, so complex technical information can be translated into understandable formats. Must be a team player. Experience with media production in web development, graphic design, photography, and/or video production and editing is necessary.

While the position is aimed at a student who is pursuing a bachelor's or master's degree, all candidates—including those who have already earned college degrees and are seeking part-time employment—will be considered.

Preferred, but Not Required, Qualifications: Experience with political campaigns, economic justice campaigns, labor unions, and/or the construction industry is a plus. Experience with Canva, InDesign, Photoshop, and similar platforms is a plus. Fluency in Spanish is also a plus.

EEO Statement: The Illinois Economic Policy Institute (ILEPI) provides equal employment opportunities to all employees regardless of race, ethnicity, color, national origin, religion or nonreligion, gender identity or expression, sex, sexual orientation, age, ancestry, disability, marital status, veteran status, citizenship status, or genetics. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, leaves of absence, compensation, and training.