



## Internship Program

Rogers Park Business Alliance (RPBA) is a nonprofit organization in the Rogers Park neighborhood of Chicago, IL. It was founded in 1993 when three local organizations merged. RPBA's mission is to cultivate and sustain a thriving economic environment in Rogers Park, serving businesses and residents.

RPBA's Internship Program positions are unpaid. Interns work closely with RPBA staff to learn about nonprofit organization management and operations including marketing, planning, budgeting, business and community development, fundraising, volunteer coordination, event planning and logistics, customer service, public relations, entrepreneurial training and more. Interns will be assigned a supervisor who will guide their internship experience.

RPBA is an affirmative action/equal opportunity employer. RPBA does not discriminate based on race, color, religion, sex, handicap, sexual orientation or national origin.

### Instructions

This completed application and accompanying documents may be mailed to RPBA at 1448 W. Morse Ave., Chicago, IL 60626 or emailed to [info@rpba.org](mailto:info@rpba.org).

Please apply at least 6 weeks prior to the proposed date of commencement of the requested Internship. Late or incomplete applications may not be considered.

To be considered for an internship, you must submit the following:

- signed and completed application form
- cover letter
- resume
- documentation from your educational institution that outlines the goals and objectives of the internship, including timeline.

**Personal Information:** All Information requested will be viewed only by RPBA employees responsible for selecting interns.

**Work/Volunteer Experience:** Please list any paid or unpaid work you have done in the past two years, especially those that are relevant to the RPBA Internship positions.

**Other Relevant Information:** If the space provided is too limited to include information pertaining to your academic achievements, organizational involvements or any other relevant information, please include it on a separate page.

## RPBA Internship Program Application

Name:	Permanent Mailing Address:
Present Mailing Address:	Preferred Telephone:  Email Address:
Current or Most Recent School Name:  Dates Attended:  Major/Minor:  GPA:  Last Year Completed:	Previous School(s) Attended:  Dates Attended:    Last Year Completed:
<b>Work/Volunteer Experience #1</b>  Most Recent Employer/Volunteer Site:  Telephone #:  Supervisor:  Position Title:  Duties:  Start Date:                      End Date:	<b>Work/Volunteer Experience #2</b>  Employer/Volunteer Site:  Telephone #:  Supervisor:  Position Title:  Duties:  Start Date:                      End Date:

<input type="checkbox"/> Business and Community Development, Service and Outreach	<input type="checkbox"/> Entrepreneurship Education and Business Incubation
<input type="checkbox"/> Data Entry	<input type="checkbox"/> Finance
<input type="checkbox"/> Economic Development Programs	<input type="checkbox"/> Farmers Market and Related Programs
<input type="checkbox"/> Fundraising (grant writing, events, individual giving)	<input type="checkbox"/> Marketing and Communications (traditional and social media)
<input type="checkbox"/> Planning	<input type="checkbox"/> Public Relations
<input type="checkbox"/> Research	<input type="checkbox"/> Sustainability Programs
<input type="checkbox"/> Volunteer Coordination	<input type="checkbox"/> Nonprofit Management and Operations
<input type="checkbox"/> Other: Please feel free to let us know your other areas of interest in the space below.	

Our specific program needs are always changing, but the following are some common activities we would expect interns to be engaged in. Please check as many that interest you.