Loyola University Chicago
2 Job Postings Selected
Social Justice Advocate - Volunteer
LIFT Chicago

Position Type: Volunteer or Service-Learning Opportunity

Desired Major(s): All Majors

Location: Chicago, Illinois (United States)

Job Description:
All volunteer positions will include direct client service which will entail:
- Address immediate needs (employment, housing, public benefits, health care, education, etc)
- Meet one-on-one with LIFT clients – assessing their needs and providing direct and referral services.
- Communicate regularly with clients via telephone to: remind about meetings, check on client progress, update clients on new resources/information, etc.
- Take part in bi-monthly volunteer trainings and listen to guest speakers. Trainings focus on issues/challenges facing our client base including: understanding the public housing system, public benefits, mental health issues, and employment needs

Job Function: Social/Human Service, Social Work/Counseling

Desired Class Level: Freshman, Sophomore, Junior, Senior, Graduate Student (1st Year), Graduate Student (2nd Year), Graduate Student (3rd Year), Alumnus/a - Graduate Program, Alumnus/a - Undergraduate Program, Continuing Education/Certificate, Post-Baccalaureate, Other

Posting Date: July 14, 2014

Expiration Date: September 30, 2014

Qualifications:
- Strong communication skills with ability to convey ideas in written and spoken English
- Commitment to LIFT’s mission and vision
- Fluency in other languages not required but a plus
- Organized, punctual and responsible
- Dedicated to fighting in poverty in the US and Chicago and desire to serve
- Computer Literacy in all Microsoft Office programs
- Experience working directly with others a plus, specifically in a volunteer setting
- All volunteers must dedicate approximately 8 or more hours a week for an entire semester (typically a 12-16 week commitment). All positions will begin with an initial two day long volunteer training at the start of their term.
- Be able to attend training. Initial training will be offered September 13th and 14th OR September 27th and 28th. October 11th and 12th dates will be available for Northwestern students and special cases only. Training is NOT OPTIONAL.
- To be willing to complete this position without pay. However, LIFT internships can be completed for course credit or funded by an outside institution if you have that option available.

Industry: Social/Human Services

Website: http://www.liftcommunities.org

contact:
Taylor Johnson
Shriver Corps Program Fellow
4554 N. Broadway #329 Chicago, Illinois 60640 United States

Resume Receipt: E-mail

Email for resumes: volunteerchicago@liftcommunities.org

Additional Documents: Cover Letter

Requested Document Notes:
In addition to submitting a resume and cover letter, please complete the online application as well: https://docs.google.com/forms/d/12FxbodBd516he_EQRetbfuGhuaPQt1Gh6LrRtd3as/viewform

id: 54856
Social Justice Internship - LIFT Chicago
LIFT Chicago

Position Type: Internships
Desired Major(s): All Majors
Location: Chicago, Illinois (United States)

Job Description: Qualifications and Expectations:
- Strong communication skills with ability to convey ideas in written and spoken English
- Commitment to LIFT’s mission and vision
- Fluency in other languages not required but a plus
- Organized, punctual and responsible
- Dedicated to fighting poverty in the US and Chicago and desire to serve
- Computer literacy in all Microsoft Office programs
- Experience working directly with others a plus, specifically in a volunteer setting
- All interns must dedicate approximately 16 or more hours a week for an entire semester (typically a 12-16 week commitment). All positions will begin with an initial two day long volunteer training at the start of their term. Dates will be discussed during the interview process.
- Be able to attend training. Initial training will be offered September 13th and 14th OR September 27th and 28th. October 11th and 12th dates will be available for Northwestern students and special cases only.
- Interns are expected to work for 12-16 weeks, beginning at the initial training. Training is NOT optional.
- To be willing to complete this position without pay. LIFT is unable to pay interns. However, LIFT internships can be completed for course credit or funded by an outside institution if you have that option available.

Advocate Duties
- All intern positions will include direct client service and each intern will dedicate 60% of their time to client service. Interns will:
  - Address immediate needs (employment, housing, public benefits, health care, education, etc) and comprehensive, long-term support designed to help families break the cycle of poverty
  - Meet one-on-one with LIFT clients – assessing their needs and providing direct and referral services.
  - Communicate regularly with clients via telephone to: remind about meetings, check in on client progress, update clients on new resources/information, etc.
  - Take part in bi-monthly volunteer trainings and listen to guest speakers. Trainings focus on issues/challenges facing our client base including: understanding the public housing system, public benefits, mental health issues, and employment needs
- Each advocate will dedicate the remaining 40% of their time in the office to an individual project. All positions will work under the close supervision of the Site Coordinators, along with collaborating with other interns. This is a unique and exciting opportunity to be at the forefront of the anti-poverty movement, gain valuable skills in nonprofit management, develop leadership skills, and become immersed in the local community. Interns can also use this as an opportunity to work on areas of interest to help empower LIFT community members.

Examples of past projects include:

Client Tracking/Services
The Client Tracking Advocates works to ensure that LIFT-Chicago is getting a continuous flow of feedback and communication from and with their clients. The interns will oversee the Client Tracking project that will take place at the beginning of each semester, and will use this tool as an evaluation and analysis of the LIFT-Chicago office and how we can better serve clients. LIFT recently launched a new survey system, Constituent Voice, that Client Tracking interns will also help with logistically.
- Update the Client Tracking Sheet by contacting clients who have been to LIFT-Chicago in the past
- Evaluate the Client Tracking responses into useful programmatic data to address systematic challenges
- Evaluate how clients are served and what changes can be implemented to better serve our clients.
- Organize active and inactive client files and services
- Assist with Constituent Voice operations
- Work to effectively track and follow up on client goals and outcomes.

Housing/Resources
The Housing Advocates will be responsible for maintaining LIFT’s housing database for the organization and community. The interns will work to ensure that clients with specific housing needs are being provided updated information through LIFT Case Management System and the Chicago Housing Database.
- Updating the housing database when not meeting with clients. (Including contact info, available units and waitlist availability)
Develop new housing partners to better serve our clients
Assess how we are providing our clients with housing and how this service can be improved.
Develop and execute new training workshops with partner organizations, particularly with accessing and updating the LIFT Chicago housing database.
Increase LIFT’s awareness around housing advocacy and housing issues in Chicago.

Employment/Resources
The Employment Advocates will be responsible for assessing how LIFT provides services to our clients in terms of resume building, job searching and interviewing. The internship will work to research best practices in creating resumes/cover letters, applying for jobs and interviewing, in addition to developing partnerships that can further provide employment services to our clients.
- Updating employment resources when not meeting with clients.
- Overseeing resume reviews to ensure all resumes produced for clients are of the highest quality.
- Maintain LIFT’s live job board to provide the most up to date job leads to clients.
- Develop employment based partnerships with community members.
- Research best practices in resume and cover letter creation.
- Plan LIFT Job Club Workshops.

Community Events Coordinator
The Community Events Advocate plans events for LIFT clients to attend. They will be responsible for planning recreational events to celebrate clients and finding free events for clients to participate in. They will also be in charge of planning our Community Advisory Board meeting, a forum to gain client feedback and discuss office improvements and suggestions.
- Determine events that would be feasible for large groups of people.
- Act as point person for all community appreciation events.
- Plan and invite clients to Community Advisory Board.
- Create discussion topics and forums for Community Advisory Board, as well as find and train event facilitators.

Please note that this posting reflects basic internships LIFT offers for students. However, we are however completely open to discussing alternative internship opportunities working with you to ensure all university requirements for certain internships can be fulfilled.

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4554 N. Broadway #329 Chicago, Illinois 60640 United States
Resume Receipt: E-mail
Email for resumes: volunteerchicago@liftcommunities.org
Additional Documents: Cover Letter
Requested Document Notes: In addition to submitting your resume and cover letter, please also complete the online
application:
https://docs.google.com/forms/d/12FxboD6bF516he_EQRatbfuGhuaPQt1G6LrRtd3as/viewform

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