Mission & Activities of the Ignatian Spirituality Project: The Ignatian Spirituality Project (ISP) works to end homelessness by offering weekend retreats, days of reflection, and on-going spiritual companionship in 27 cities across the U.S. and Canada. The retreats are based on the first week of the Spiritual Exercises of St. Ignatius and the first three steps of the 12-Step recovery program. Collaborating with formerly homeless men and women, volunteers, retreat house directors, and agencies working for the homeless, the ISP retreats offer men and women who are homeless and in recovery a chance to reclaim their dignity and the hope for a meaningful life.

Position Description: The Ignatian Spirituality Project (ISP) seeks a dynamic and creative intern interested in gaining behind-the-scenes experience in the communications, fundraising, and marketing functions of a mid-size non-for-profit organization. As the way we create, disseminate, and consume information continues to evolve, ISP needs to curate and distribute brand messages that are regular, consistent, and engaging. Our audience reach is wide and includes thousands of partners, benefactors, and other interested audiences across the country. An ISP communications intern will work hand-in-hand with development and program staff to help build and grow the ISP brand. External communications is a priority, but with 27 affiliate programs across our network (and more in the queue), developing and maintaining standards of consistency in message and branding is also crucial. Therefore, a key piece of ISP’s communications efforts will be internal: supporting network cities in their communications needs.

Specific Responsibilities Include:
- Develop and manage a communications calendar for the year
- Create and update templates that can be used across network
- External communications
  - Social media: create and curate content, primarily on Facebook and Twitter
  - Design invitations, fliers, and other materials for national network
  - Compose and target press releases
  - Leverage relationships with other partner agencies/ministries to increase social media reach
  - Create and manage monthly e-newsletter
- Internal communications
  - Design of fliers, brochures, event invitations, etc. consistent with ISP message and brand
- Assist with special events as needed
- Other duties as needed/assigned

Minimum Skills and Qualifications:
- Attention to detail
- Familiarity with data entry
- Ability to work independently and as part of a team
- Experience in web design, social media, and publication design
- Proficiency in SquareSpace, WordPress, or equivalent web design and maintenance program
- Proficiency in Adobe Creative Suite (InDesign)
- Proficiency in Microsoft Office Suite
- Familiarity with DonorPerfect or equivalent database management program
**Work Location:** St. Procopius Parish Rectory, 1641 S. Allport Street, Chicago, IL 60608.
St. Procopius Parish, a Jesuit Parish, is located in the Pilsen neighborhood on the near Southwest side of Chicago.

**Duration:** Position is for the entire academic year. The internship is 15-20 hours a week, although flexible on days and times.

**Work Attire:** Business casual atmosphere in the office.

**Website:** [www.ispretreats.org](http://www.ispretreats.org)

**Compensation:** Monthly stipend is negotiable.

**To apply,** please send a resume and cover letter to Catherine Ruffing at catherine@ispretreats.org