Chicago Council on Science and Technology (C2ST)
Loyola SES Internship Program

**C2ST-Loyola SES Internship Program Description:**
This is a new internship available at the Chicago Council on Science and Technology funded by the School of Environmental Sustainability at Loyola University Chicago. This internship is offered for the Spring 2022 semester, with a minimum of 10 hours per week at a rate of $15 per hour for up to a maximum of 134 hours ($2,000) for the internship duration. The projects and case(s) on which the student will assist are determined by C2ST and are subject to change depending on their level of urgency and importance. The student is expected to develop a work schedule that allows C2ST to know when they can rely on the student intern. The student can take the internship for Experiential Learning/Internship credit. Both the C2ST staff and the SES Associate Dean for Academic Affairs will be involved in drafting expectations for course credit and assessing the student’s progress.

**IMPORTANT! Since this internship is funded by Loyola University and hours are logged in KRONOS, the total number of weekly hours cannot exceed 19.5 hours for all Loyola positions combined.**

**Application and Selection Process:**
To be considered for this position, students will submit a 1-page resume, which should include relevant courses and experiences, and a 1-page statement of purpose which outlines what they hope to do with their career and how this internship could help them advance their goals and enrich their Loyola experience. Please combine the resume and statement of purpose into one PDF document before submitting it. Students submit these materials to Ms. Eniko Racz (eracz@luc.edu) by January 2, 2022. If you are applying to more than one external internship positions for the spring semester, please send a separate application for each position in a separate email.

**Chicago Council on Science and Technology** is a non profit organization in Chicago that provides live science and sustainability programs throughout neighborhoods in Chicago, to raise awareness about how science helps society, and provide interesting lectures on current issues like covid, climate change, artificial intelligence, and emerging technologies. Relevant experts are sourced from private companies, community organizations, museums, laboratories, and universities (including LUC, which has provided many content experts to give these talks in communities).

They host these talks at universities in auditoriums, public libraries, public parks, and private venues. They have a more casual talk series at restaurants/bars with a stage, like Uncommon Ground. Currently, all programming is being held virtually to develop hybrid programming when health guidelines permit.

An SES student internship at C2ST would provide a student with skills in science communication, marketing,
event planning and promotion, volunteer organization, and general community outreach. They also include research projects on communities to learn what communities are most interested in and find the right speaker to meet that need.

RESPONSIBILITIES
- Draft and post social media content across Twitter, Facebook, and Instagram
- Draft promotional materials for programs, website content, interviews, etc.
- Contribute to blog, e-newsletter, and other online communications projects
- Track and monitor media and news
- Research and content planning for programs and partnerships
- Media relations outreach including putting together media lists and making press calls
- Conduct research on, and possibly interviews with, various science and tech experts

QUALIFICATIONS:
- School of Environmental Sustainability (major or minor) undergraduate or graduate students studying or have experience in journalism, communications, marketing, visual media, non-profits, or other related fields.
- Excellent writing and analytical skills.
- Demonstrated interest in and commitment to science education and outreach.
- Previous experience with social media management and web content management preferred.