



## **Digital Media Content Development Intern — Part Time**

Create content for Lincoln Park Conservancy's social/digital media channels

Start Date: ASAP

Salary: Stipend

Hours: Flexible, 7-12 hours / week

Position Type: Remote

### **Organization Background**

The Lincoln Park Conservancy's mission is to preserve and enhance Lincoln Park's inspiring beauty for current and future generations. Established in 1984, the Lincoln Park Conservancy works to enhance Chicago's largest park through volunteer power, fundraising and park improvements. Through its master agreement with the Chicago Park District, the Conservancy manages treasured Park sites including the Alfred Caldwell Lily Pool, Abraham Lincoln Monument and Gardens, Lincoln Park Conservatory and North Pond Nature Sanctuary, in addition to general stewardship activities across Lincoln Park's 1,200 acres. Our volunteer docents offer free tours of the park's natural, historic and cultural elements in order to build visitor connections to these unique places. Monthly wildflower walks are hosted at the Lily Pool and North Pond, educating guests about Chicago's historic connection to them and their importance to local ecology. Conservancy volunteers give back nearly 3,000 hours of service each year, engaging with park visitors and maintaining this portion of Lincoln Park. One unique aspect of the Conservancy's approach is that when the Conservancy commits to a site, it embarks on the site's long-term care and if needed, restoration. As the Conservancy's managed sites are free of admission, the private funding we raise to support these park assets is of central importance.

### **Job Description**

The Lincoln Park Conservancy seeks a highly motivated and self-starting individual to assist with development of creative and excellent content to attract and grow social media followers and engagements. This individual will create high-quality content based on the Conservancy's social media calendar and is supervised by the Manager of Marketing & Development. The intern will be provided a small stipend for food and, as needed, transportation.

### **Key Position Responsibilities**

- Create unique content based on research and organizational messages.
- Edit and proofread the content for errors or inconsistencies.
- Submit weekly content by deadline through our social media management system.

- Provide or ask as needed for visuals (photos or videos) to enhance written content.
- Share new creative ideas or strategies related to social media with the team.
- Other content-related duties as assigned.

## Qualifications

- Excellent written and oral communication skills with an emphasis on expressing ideas clearly and succinctly.
- Detail-oriented and dependable.
- Willing and able to meet weekly content submission deadlines.
- Basic knowledge of social media platform requirements and trends.
- Ability to work independently with minimal supervision.
- Photography and/or videography and related editing skills.
- Graphic design experience a plus.

**Please mail or e-mail your resume, three writing samples, and cover letter to:**

**Mail:**

**Lincoln Park Conservancy  
2430 N. Cannon Drive  
Chicago, IL 60614**

**Email:**

**[info@lincolnparkconservancy.org](mailto:info@lincolnparkconservancy.org)**

**Subject: Social Media Content Developer Intern**

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