

American Indian Center Chicago, IL

1 Please describe your organization briefly, including mission statement, activities, size, etc.

Organization Background

The American Indian Center (AIC) was founded in 1953 as a relief center for Native Americans coping with the transition from life on a reservation to life in urban Chicago under Federal Relocation and Termination Policies. The original founders adopted the mission statement,

“To promote the fellowship among Indian people of all Tribes living in metropolitan Chicago, and to create bonds of understanding and communication between Indians and non-Indians in this city. To advance the general welfare of American Indians into metropolitan community life; to foster the economic advancement of Indian people; to sustain cultural, artistic, and avocational pursuits; and to perpetuate Indian cultural values.”

For the past 54 years, the AIC has responded to the changing needs of its community within the framework of its founders’ mission statement. Today it serves as a multi-function community and cultural center, striving to be the authentic primary resource for urban American Indian culture and a welcoming home for all American Indians in the greater Chicagoland area.

Activities

The AIC provides programs and services in three departments, Arts, Education, and Wellness. The **Arts Department** consists of the Trickster Gallery, a fine arts gallery in Chicago’s western suburbs dedicated to showing art by living Native artists; museum partnerships with the Field Museum of Natural History, the Chicago Children’s Museum, the Newberry Library, and others; a powwow series featuring monthly community powwows and a large annual powwow in November; and poetry slams, concerts, and various other arts-related special events. The **Education Department** consists of three large programs: Positive Paths, an after-school/summer mentoring and tutoring program designed to teach Native values and culture to Chicago’s youth; School Tours, an outreach program designed to expose students K-12 and in college to contemporary Native American culture; and the Teacher Training Program, a series of certified professional development seminars for public school teachers to learn about how to teach Native culture and Native students in an appropriate and accurate way. Finally, the **Wellness Department** runs the Social Service program, a food and clothing pantry for relief aid to the homeless and hungry; the Elder’s Lunch program, a weekly luncheon and health screening for the community seniors; the HAWC fitness center, an in-house exercise facility available to the community; and various seminars on physical, mental, and spiritual health.

The size of the AIC impact is hard to estimate. 19 full- and part-time staff plus volunteers run the activities, and the Center represents a Native population of between 30,000 and 50,000.

2 Describe **in detail** the work or project an intern will do, **please be as specific as possible**.

Development Intern

The Development Intern will primarily assist the full-time Developer in day-to-day activities as well as long-term projects. This will include:

- Researching, managing, and writing government and foundation grant proposals.
- Providing general support for the Individual Giving Campaign and special fundraising events. This will most likely involve a large planning role as well.
- Help the AIC launch and manage a \$6.5 million capital campaign to raise money for the rehabilitation of the AIC's primary facility in the historic Uptown/Ravenswood neighborhood of Chicago.
- Provide other support as needed.

This Development Intern will be working in a team atmosphere with two other Princeton graduates (Joanna Mandecki '07 and Chris Douthitt '06, himself a CSF '69 intern in 2006) who manage the AIC's development department. He/she will gain valuable first-hand experience in nonprofit management and planning, as well as the cultural experience of working in both the oldest urban Indian center and newest Native-owned art gallery in the country.

The responsibilities will allow the intern to have a major effect on the overall health of the AIC. We will also actively encourage the intern to take advantage of the position's flexibility and participate in the programs and direct services offered at the AIC. This could include mentoring one day a week in the after-school youth program "Positive Paths" summer program, helping serve the Elder's Lunches, attending powwows and other community events, etc. We want the intern to get to know as much as possible the people in the community we serve.

3 Describe any particular skills, background, or qualities you are seeking in an intern.

The ideal Development Intern will demonstrate:

- Openness to learn a new perspective of Native culture.
- A passion for community service and helping urban families in need.
- Excellent communication skills.
- Excellent writing skills.
- The ability to find, research, and follow through with grant opportunities.
- The ability to work independently, stay organized, and pick up new skills.

It is important to emphasize that Native heritage or previous exposure to Native culture is not required for this internship. We are looking for a candidate who is open to new cultural experiences and would like to learn about how nonprofits work towards promoting social justice.

Interested candidates are encouraged to contact the AIC and speak with Joanna Mandecki '07 or Chris Douthitt '06 for more specifics on the job.

There are required dates for this internship. Internship must start on _____ and end on _____ or most include the period _____.

Start and end dates for the internship are flexible.

The expected working schedule for this internship:

Begin _9__ a.m. End _4:30__p.m.

Lunch break: Length__1 hour__ specific time_N/A__