



Internship Announcement: Sustainable Programming Website Coordination Intern

Chicago Community Loan Fund (CCLF) is a major provider of flexible, affordable financing and technical assistance to start-up, small and midsize community-based organizations engaged in affordable housing, social service and economic development initiatives that benefit low- and moderate-income neighborhoods and families throughout metropolitan Chicago. CCLF also specializes in providing financial and technical assistance to credit- and/or capacity- challenged agencies and projects. CCLF is a leading lender to affordable and/or limited equity housing cooperatives. Most of CCLF's customers are non-profit organizations; however, some are mission-driven for-profit community developers.

CCLF is a fast-paced, dynamic, growth oriented community development financial institution with an energetic 11-person team that manages total assets of more than \$20 million. For more information about CCLF, please explore our website: www.cclfchicago.org.

Job Description

CCLF seeks a summer Intern whose primary focus will be to evaluate CCLF's Building for Sustainability initiatives and provide a plan for the implementation of a website to provide up-to-date information regarding sustainable building practices for developers and industry professionals. This project will support CCLF's Building for Sustainability initiatives, a part of its Gateway to Community Development Technical Assistance (TA) program.

CCLF should be able to utilize the intern's work to finalize and implement a Sustainable Building resources website for use by customers, developers, and industry professionals.

Specific duties will include: Design of Website Content,

- Research what information is needed by small-or mid-sized community developers, including both new and retro-fitted buildings.
- Research what information is already available from private, public, and governmental sources, including format and accessibility. Identify gaps in available information in Chicagoland area.
- Research where and how missing information may be obtained to present a comprehensive resource.

Design of Physical Website:

- Review website design methodology with an emphasis on user-friendliness.
- Work with management team to prepare specifications for the website and a detailed timeline for the project.
- Meet with CCLF's IT firm to determine hardware, software, and operating system requirements. Determine what is currently available and what changes must be made to accommodate the website hosting and traffic.
- Write a Request for Proposal (REP) for both the initial website design and its maintenance.
- Research firms who perform such services, call references, and send RFP.
- Analyze and summarize proposals, present findings to management team with recommendation for top three providers.
- Arrange for top three providers to make presentations to management team.
- Review contracts from selected provider and present to management for approval.

Nature & Scope of Working Relationships

This Intern will work most closely with the Director of Finance and Administration, while developing and maintaining working relationships with the remaining CCLF staff, including the Director of Lending and Senior Portfolio/Program Officer. Interaction with the CCLF Board of Directors and its committees may also be required on occasion. Maintaining working relationships with external organizations, including borrowers and technical assistance customers, will be required.

Major Challenges/Performance Measures

The major challenges of this position are to: work independently to plan and execute program evaluation tasks; maintain close attention to details; and work effectively within a fast-paced and transaction-oriented environment.

Qualifications

The successful candidate will possess the following:

- Demonstrated commitment to neighborhood redevelopment and/or poverty alleviation/social justice.
- Strong analytical and research skills
- Knowledge of housing, real estate and business finance
- Ability to work with a diverse range of community-based groups
- Excellent oral and written communications skills
- Attention to detail
- Ability to work effectively in a team environment
- Professional attitude and presentation.
- Knowledge of Microsoft Access and/or other database programs web design, as well as GIS software, will be helpful.
- Enrollment in a graduate program in business, public policy, or a related field is preferred.

Compensation and Structure

The position will entail a 40-hour work week for 10-12 weeks, approximately from June 8, 2009 - August 15, 2009. Stipend and transportation (CTA pass) are available.

Application Procedure:

PLEASE SUBMIT RESUMES VIA MAIL, FAX OR E-MAIL TO:

Jane I. Ames

Director of Finance & Administration

Chicago Community Loan Fund

29 East Madison Street, Suite 1700

Chicago, Illinois 60602

312.252.0419— fax

career@cclfchicago.org

(No Calls Please)

DEADLINE: Open until filled

Chicago Community Loan Fund is an equal opportunity employer.