

# PritzkerTraubert Foundation

## **Pritzker Traubert Foundation Intern**

### **Who We Are**

At the [Pritzker Traubert Foundation](#), we believe that economic opportunity and community-based leadership are the cornerstones of a vibrant Chicago. Every day, we partner with visionary leaders to implement bold plans to connect talent to jobs, support access to capital, and build an inclusive and growing economy. Because when all of Chicago's neighborhoods and neighbors thrive - especially those who have been left out of economic investment in the past - the city works better for everyone.

### **Position Summary**

The intern is a temporary position that will be responsible for assisting with a variety of operational and programmatic tasks. Core hours are 9am-4pm Tuesday (office), 9am-4pm Wednesday (remote), and 9am-12pm Thursday (office). The hours for this position are flexible and vary based on the tasks and projects in any given week. We anticipate the position will involve between 20-24 hours per week. The internship lasts eight to ten weeks, with flexible start dates depending on when you are available.

### **Major Responsibilities**

- Provide support on issues related to areas of focus, including but not limited to community investment, workforce, and democracy
- Provide support for internal operations and administration
- Undertake special projects upon request, e.g. support development of communications materials
- Maintain an organized system of tracking, monitoring, and prioritizing tasks and projects

### **Preferred Qualifications and Experience**

- Passion for social impact work
- Strong attention to detail and deadlines
- Ability to work with minimal supervision and be a strong team player
- Excellent written communication skills
- Flexible and motivated to assume additional responsibilities as assigned
- Experience with Microsoft Office Suite

**Compensation:** \$20 per hour

**Start Date:** June 2026, exact start date flexible

**End Date:** August 2026, exact end date flexible

**How to apply:** Please email your resume and cover letter with "Intern" in the subject line to: [vreyes@ptfound.org](mailto:vreyes@ptfound.org) by May 8, 2026.

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This job description is intended to convey the essential functions and requirements of the position. It is not an exhaustive list of the skills, efforts, duties, responsibilities or working conditions associated with the opportunity.

*The Pritzker Traubert Foundation is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, sex, gender identity or expression, sexual orientation, national origin, age, disability, veteran status, genetic information, or any other status protected by applicable law. All employment decisions are made based on merit, qualifications, and organizational need.*