

FORESIGHT DESIGN INITIATIVE

JOB DESCRIPTION

Title	Communications Design Fellow
Position	Full-time for 6 months with possibility of extension
Start Date	ASAP
Location	4619 N. Ravenswood, Chicago, IL 60640

ABOUT FORESIGHT DESIGN INITIATIVE

Foresight Design Initiative is a Chicago-based nonprofit innovation organization founded in 2003. Working at the intersection of design thinking, systems analysis and sustainability, it employs a broad toolkit to create more holistic and resilient approaches to a variety of relevant challenges. In addition to working with a diversity of private and public sector clients, it offers related educational programs and embarks upon occasional self-initiated projects.

BACKGROUND

Addressing complex challenges requires a multidisciplinary approach that employs a diversity of perspectives and skills. With over a decade of experience, Foresight recognizes the need to diversify the sustainability field and is excited to announce a paid fellowship for a recent college graduate who wants to work in the sector. This opportunity provides funding for an emerging professional who could not otherwise afford to accept an unpaid position. It offers a launching pad for the Fellow's career, including connections, path development, and work experience.

EXPERIENCE

The Fellow will work closely with Foresight staff on studio undertakings, contributing to the organization's portfolio of innovation projects. Partners include governmental agencies, higher educational institutions, other nonprofits, and foundations, among others. The Fellow will gain experience with a broad array of communications functions that include written and visual communications, media relations, and social media. Assignments will aim to bolster the personal growth and project experience of the Fellow. Foresight will also provide guiding methodologies, foundational knowledge, and access to an extensive network in order to excel their entry into a sustainability-related profession. Through the experience, the Fellow will strengthen his/her own professional qualifications and support Foresight's efforts to provide holistic and resilient approaches to social, environmental, and economic challenges.

RESPONSIBILITIES

Developing visual tools for communicating complex information, including:

- Providing communications support (e.g. presentation design, report layout, information graphics, etc.) to Foresight projects;
- Interviewing and generating profiles of local sustainability efforts.

Contributing to Foresight's outreach efforts, including:

- Cultivating media relations;
- Developing Foresight's blog, weekly newsletter, and social media outlets.

Strengthening Foresight's organizational capacity, including:

- Collaborating on marketing fundraising strategies to support Foresight's educational programs.

DESIRED QUALIFICATIONS

The ideal candidate will possess these attributes or the capacity to develop them:

Hard Skills

- Bachelor's Degree in Graphic Design, Marketing, Communications, or related field;
- Strong written and verbal communication abilities;
- Marketing experience in branding, promotions, and social media;
- Ability to transform complex information into compelling visual and verbal narratives;
- Primary research experience;
- Mac OS computer proficiency;
- Proficiency with Adobe Creative Suite applications;
- Familiarity with OmniGraffle, Powerpoint and/or other diagramming and presentation software;
- Familiarity with the nonprofit sector and/or fundraising;
- Video and audio editing experience.

Soft Skills

- Keen attention to detail;
- Capacity to thrive in a collaborative, open workspace;
- Flexibility to adapt and quickly respond to changing situations and new ideas;
- Drive to question and reform the status quo;
- Ability to take initiative while also knowing when to ask questions;
- Willingness to critically reflect on one's work and grow personally and professionally;
- A healthy ego/humility balance;
- A sense of humor and curiosity;
- Engagement with a personal hobby or pursuit;
- Knowledge of sustainability issues and a genuine passion for addressing them;
- Ability to view issues through a broad, multifaceted perspective.

COMPENSATION

\$2,500/month for 6 months with the possibility of extension.

APPLICATION PROCESS

Please follow the link provided below to apply and to submit your resume and portfolio. Applications will be accepted until the post is filled. If you have any questions, please contact Isabelle Yisak at isabelle@foresightdesign.org.

Upon review of their application materials, promising candidates will be selected for a 45-60 minute in-person interview. These may be conducted via videoconference (e.g. Skype) or phone if the applicant does not reside in Chicago. All applicants will receive a response in a timely manner.

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Link to application: <https://podio.com/webforms/13227342/899480>