



4100 West Ann Lurie Place
Chicago, IL 60632-3920
773-247-FOOD
chicagosfoodbank.org
BancoDeAlimentosChicago.org

Apprentice Title: Communications Apprentice
Department: Marketing & Communications
Mentor Title: Director of Communications

GENERAL DESCRIPTION:

The Greater Chicago Food Depository is seeking apprentices to support our mission work to end hunger in Cook County. The Food Depository is a part of the Feeding America network, which is the largest domestic hunger-relief organization in the United States. The Communications Apprentice will support the Marketing & Communications team in administrative tasks and in the execution of various marketing strategies to advance our mission. We are looking for someone with excellent communication skills, attention to detail, curiosity and the ability to work collaboratively.

KEY RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:

- Assists the Marketing & Communications team with administrative tasks to ensure projects are delivered on time, on budget and on brand
- Assists in creating marketing content, including blog posts, social media posts, newsletters and promotional materials that advance our mission and align with our brand guidelines
- Assists with writing and story gathering, including interviewing pantry guests
- Monitors social media accounts, and engages with our community per standards and best practices
- Collects newsclips resulting from Food Depository media pitching and events, and maintaining marketing and communications TeamUp calendar
- Manages and maintains marketing materials, including our photography library and graphic design assets
- Assists with staffing and inventory at the Food Depository shop
- Collaborates with other departments, as needed

QUALIFICATIONS:

- Excellent written and verbal communication skills
- Comfort with multi-tasking in a deadline-driven environment
- Organized and good with details
- Outgoing personality with good interpersonal skills and a sense of curiosity
- Familiarity with social media trends and guidelines
- Digital literacy (Microsoft Office or equivalent)
- Demonstrated problem solving and critical thinking capabilities
- Willingness to learn new skills and ask questions
- Enthusiasm and respect for our work and mission

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EDUCATION & REQUIREMENTS:

- High school diploma or GED certificate
- Previous experience or education in writing, storytelling, interviewing, marketing, sales is preferred
- Digital photography and video editing experience a plus
- A personal vehicle is preferred

EXPOSURE:

- Must remain enrolled at City Colleges and in good academic standing (minimum GPA: 2.5) for the duration of the apprenticeship
- Must have no less than 30 credits by the end of Spring 2026 with the goal to complete an Associate's Degree by the end of the Spring 2027 semester.
- **Available to apprentice 20 hours per week** during school for shifts no fewer than 4 consecutive hours each during operating hours of Monday through Friday, 8:30am to 5pm. More than 20 hours per week may be accommodated upon request. **This hybrid work position requires you to work in the office Tues-Thurs, but has the option to work remotely on Mondays and Fridays, pending approval.** Apprentices approved for hybrid remote work must perform the majority of the work in-person (60% or more). More than 20 hours per week may be accommodated, especially during school breaks, with an approved request in advance.
- The Marketing Apprentice works in the Food Depository office, alongside the Marketing & Communications team. This position will be provided with a dedicated workspace, computer, email address and other necessary equipment.
- If you are driven to learn new skills, this position is an opportunity to get hands-on training and experience with storytelling, writing, interviewing, marketing software, social media management, email marketing, public relations and other areas that could set you on a course for specialized or general marketing and communications roles.

COMPENSATION:

\$21/ hour apprenticeship wage

BENEFITS:

Professional development throughout the apprenticeship such as Financial Health, Digital Literacy, Advocacy, Networking, etc.

Onsite wellness center with ample, advanced fitness equipment

\$5 daily credit to Fooda lunch provider; Fooda is an on-site, pop-up food vendor at the Food Depository Tuesday through Thursday each week with rotating vendors and menu offerings

HOW TO APPLY:

1. **Review** this job description
2. **Submit** your resume and cover letter in the form below

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DEPOSITORY®

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- Your resume should outline your:
 - Education
 - Work experience (including part-time roles, internships, or relevant coursework)
 - Skills and certifications (if applicable)
- Your cover letter should address:
 - Understanding and alignment with our mission
 - Desired professional learning goals for the apprenticeship
 - Strengths and curiosity that you will bring to the team
 - Education and career goals upon completion of your associate's degree

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AMERICA