



## DANK Haus German American Cultural Center Executive Assistant Internship

**Application deadline:** rolling basis

**Time Commitment:** 15-20 hours/week for 3-12 month period

**Please Note:** This internship is unpaid, but may be completed for course credit if applicable

**About Us:** The DANK Haus German American Culture Center is a 501(c)3 not-for-profit organization that was founded in 1959. We are the leading German/German-American Center in the Midwest region and our mission is to preserve and promote German culture, heritage, and language through maintaining a center consisting of a museum, art gallery, library, and language school, and organizing educational and social programming focusing on and emphasizing the history, traditions, and contributions of Germans and German Americans. We are located in a historic 77,000 sq.ft building in Lincoln Square, one of the historically German neighborhoods of Chicago. Our homepage is [www.dankhaus.com](http://www.dankhaus.com).

Our **vision** is to meaningfully engage generations of friends, neighbors, and all those interested, to explore and experience the vibrant, multifaceted German American culture of our past and present, through our **core values:** Hospitality (Gastfreundschaft), Engagement (Austausch), and Authenticity (Authentizität).

**Position Overview:** As an Executive Assistant Intern at DANK Haus German American Cultural Center, you will have the opportunity to gain valuable experience supporting the Executive Director in managing daily operations, communications, and administrative tasks. This internship offers hands-on experience in the non-profit sector, exposure to various aspects of organizational management, and the chance to contribute to meaningful projects that align with our mission.

### **Responsibilities:**

- **Administrative Support:** Assist the Executive Director with scheduling meetings, managing calendars, and organizing documents.
- **Communication:** Draft and edit correspondence, emails, and other written materials on behalf of the Executive Director.
- **Research:** Conduct research on topics relevant to the organization's initiatives, including potential partnerships, funding opportunities, and best practices.

- **Event Coordination:** Support the planning and execution of events, including logistics, outreach, and follow-up.
- **Project Assistance:** Provide support on special projects and initiatives
- **Other Duties:** Assist with general office tasks, such as answering phones, responding to inquiries, and maintaining office supplies.
- High-level support to organization leadership by conducting research, preparing statistical reports, handling information requests and administrative functions with a focus on operational efficiency
- Coordinate organization functions, meetings, luncheons, and acknowledgement of staff birthdays and life events
- Schedule and coordinate travel for leadership team
- Prepare executive reports and presentations

**Desired Qualifications:**

- Currently pursuing or recently completed a degree with focus on nonprofit management, hospitality, PR, political science, or related field.
- Strong organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office suite and Google Workspace.
- Ability to work independently and collaboratively in a fast-paced environment.
- Exceptional extensive project skills and event planning which require a high level of detail and demanding deadlines, while balancing workloads in a fast-paced environment
- German language skills are a plus, but are not required.

**Benefits & Compensation:**

- This is an unpaid internship, but may be completed for course credit if applicable. Interns are responsible for ensuring the internship meets credit requirements.
- Interns will receive a free Friends of DANK Haus membership for themselves and a friend
- Interns and a friend may take any DANK Haus German courses free of charge
- Interns and a friend may attend any DANK Haus event free of charge
- Interns receive free food and drink at any in-haus event where food and drink are being sold
- Hands-on experience in nonprofit management and operations.
- Mentorship and guidance from experienced professionals in the field
- Networking opportunities in Chicagoland
- Flexible schedule and possibility of remote work arrangements

**How to Apply:**

Applications can be submitted to [jobs@dankhaus.com](mailto:jobs@dankhaus.com). Please include a resume and cover letter. In your letter, please address why you are interested in an executive assistant internship with the DANK Haus and any relevant previous experience.

**Location:**

The DANK Haus is located at 4740 N Western Ave, Chicago IL 60625, just a half-block from the Western Brown-Line station at Lincoln Square.

The DANK Haus German American Cultural Center is an equal opportunity employer and encourages applications from individuals of all backgrounds. We thank all applicants for their interest in this position; however, only those selected for an interview will be contacted.