

In Her Shoes Foundation (IHSF) is a Chicago-based non-profit that focuses on female empowerment. Our flagship program is Ready Set Girls Academy, which teaches high school girls leadership skills and empowers them to achieve their full potential.

Positions

Overall Expectations

Applies to High School Committee

- Must be in High School (school ID required for verification)
- Commit to 6-8 months in your position
- Participate in Fundraising to support organization
- Engage with youth to educate on In Her Shoes Foundations' mission
- Brainstorm ideas to make the organization better
- Complete work on time
- Be willing to come up with and execute your own ideas

Social Media Managers

Social Media Managers will be responsible for curating and posting content to our various social media platforms. You will be in charge of our Facebook, Twitter, Instagram, and LinkedIn.

- Use Canva (content creating website) to make posts relating to In Her Shoes Foundations' mission of female empowerment
- Create a consistent posting schedule/timeline with varied content
Increase awareness about IHSF's fundraising and volunteer opportunities
- Engage a wide scope of members using social media -- increase youth involvement specifically
- No prior artistic or digital experience is required -- just creativity!
- This position will require 1-2 hours per week of your time

EMPOWER INSPIRE
IN HER SHOES
FOUNDATON
IMPACT DISCOVER
HIGH SCHOOL COMMITTEE

Marketing Managers

Marketing Managers will be in charge of creating materials such as posters, invitations, business cards, brochures, EventBrite flyers, and any other marketing/promotional materials needed

- Use Canva (content creating website) to make all materials needed
- Work closely with staff and other board members to find out what is needed
- Keep up to date with all events and be proactive about creating materials
- No prior artistic or digital experience is required- just creativity! This position will require 1-2 hours per week of your time

Outreach Coordinator

Our Outreach Coordinators will be responsible for coordinating our social media image and interacting with people involved in the organization. This entails finding people to feature on our social media and/or creating social media initiatives and themes.

- Track social media engagement: what content performs well/how could we increase engagement
- Interview/talk to IHSF members and volunteers to highlight their experiences for social media (can work with Youth Bloggers)
- Create initiatives or themes for our social media (#adayinhershoes)
- Work closely with Social Media Managers and Marketing Managers to create a cohesive brand
- This position will require 1-2 hours per week

Youth Bloggers

Youth Bloggers will be responsible for writing articles on current IHSF events and initiatives. They are also expected to create content about relevant female issues. Anyone on the High School Team will be able to write if they wish; however, youth blog writers are expected to contribute regularly.

- Contribute at least one article per week- lengths will vary
- Interview members and staff about events and initiatives
- Keep up to date with all IHSF activities
- Have knowledge about issues affecting girls and women, and/or be willing to research more about them
- Optional: submit a writing sample! It can be any writing that you're proud of- we just want an idea of your style- see application for details
- This position will require 1-2 hours a week; however, it depends on your specific writing process