

Job Posting: Intern

Join the Healthcare Foundation of Northern Lake County (HFNLC) as an Intern and contribute to our mission of improving access to quality healthcare services for underserved residents of northern Lake County, Illinois. As a private, independent foundation, we support nonprofit organizations through grants and scholarship programs, fostering a diverse, equitable, accessible, and inclusive healthcare workforce. This internship offers valuable experience in nonprofits, public health, and philanthropy, providing opportunities to support funding strategies, grant management, and research initiatives. As part of the internship experience, the intern will also participate in LEAD, a leadership development program offered by The CAFE Group, designed to build equity-centered leadership skills.

Responsibilities:

- Conduct secondary research on grantmaking areas, health equity, and organizational capacity building.
- Summarize funding requests to inform grantmaking decisions.
- Assist in preparing materials and taking notes for internal and external meetings.
- Undertake special projects to support Foundation staff in achieving objectives.
- Community engagement and outreach to better understand community needs and assets.

Qualifications:

- Resident of Lake County, northern Lake County preferred.
- Currently pursuing a bachelor's degree.
- High-energy individual with strong multitasking abilities.
- Attention to detail and ability to meet deadlines.
- Ability to work independently.
- Ability to interact in community settings.
- Excellent written and oral communication skills.
- Proficiency in Microsoft Office and social media platforms.
- Comfortable working with diverse stakeholders and committed to Justice, Equity, Diversity, and Inclusion/Health Equity principles.
- Bilingual English-Spanish highly desirable

Preferred majors: Business Administration, Non-Profit, Public Health, Social Justice, Communication, Social Science (Psychology, Sociology, Social Work etc.)

Schedule and Duration:

Core working hours: 9:00am – 5:00pm, Monday through Friday plus special events in evening and weekends

Flexible scheduling, 20 hours per week over three, four, or five days.

Expected in-office presence in Grayslake, Illinois at least one to two days per week.

Start Date: June 2026 (flexible)

End Date: August 2026 (flexible)

Pay: \$600 per pay period (bi-monthly), \$15 an hour

How to Apply:

If you are a motivated student interested in making a difference in healthcare equity, please submit your resume and a cover letter detailing your qualifications and interest in the position to angela.baran@hfnlc.org by March 31, 2026. Lake County applicants preferred. Join us in our commitment to creating positive change in northern Lake County communities!