



Summer 2013 Internship Application

Overview

FreeGeek Chicago will again offer a paid summer internship to an individual who can tackle some of our toughest problems. Projects will focus on expanding earned revenue sources and services to the community. In exchange, FreeGeek will provide an opportunity to someone who is looking to use and expand their technology / communications / recycling skill-set. We plan on having this internship run from mid-June through mid-September with an average commitment of 12 hours per week. **Applications for this position are due Friday, May 31st.** Interviews will be given on a rolling basis.

Who are We?

FreeGeek Chicago is a not-for-profit community organization that recycles used computers and parts to provide functional computers, education, internet access and job skills training to those who want them. FreeGeek Chicago was founded in August 2005 to recycle computer technology and provide low- and no-cost computing to economically disadvantaged individuals and not-for-profit and social change organizations. FreeGeek Chicago does most of this work with volunteers, who disassemble the donated equipment and test the components, which are either recycled as electronic scrap or reused in refurbished systems.

Who are You?

FreeGeek is interested in receiving applications from well-rounded individuals with a wide range of talents. A good internship applicant will be able to communicate clearly and demonstrate experience with computer technology, recycling and sustainability, education planning, or social media / marketing. Applicants need not be experts in these areas; we expect that the internship program will be an opportunity for further learning.

FreeGeek is a very diverse community and does not discriminate on the basis of race, national origin, gender, gender-identity, sexuality, religion, veteran status, age, or physical ability. **We strongly encourage women and people of color to apply.**

Internship Benefits

FreeGeek's summer intern will be exposed to a variety of technology, social, and environmental issues and will network with professionals in the Free and Open Source Software, recycling/refurbishing, or information technology communities. In addition to serious experience with a community-run non-profit organization, our summer intern will be paid \$2,400 for 160 hours of work over the internship. Work days and hours will be negotiated by the internship candidate and FreeGeek's Internship Board.



FreeGeek Chicago, NFP
3411 W Diversey Ave, Basement
Chicago, IL 60647-1245
<http://freegeekchicago.org>

Possible Internship Projects

Several project/program options are available for the FreeGeek intern to undertake and it will be the duty of FreeGeek's Internship Board and the internship candidate to decide the most suitable task for the specific intern. Applicants should use the cover-letter to describe how they might fulfill one or more of the following internship tracks. Please note: any individual hired for the FreeGeek Summer Internship will take on Software Freedom Day as one project.

Software Freedom Day

Any individual hired for the Summer Internship will be expected to help lead the preparations for our second annual Software Freedom Day event, to be held September 21 at FreeGeek. Responsibilities include outreach to possible sponsors, contacting and scheduling potential speakers, creating marketing materials, and delegating day-of tasks to volunteers. As this event has been held at FreeGeek before, many supporting materials have already been created.

Workshop Development

This intern will develop a regular program of educational workshops to be hosted at FreeGeek that will be open to the general public. Starting in July, FreeGeek would like to expand its educational offerings by offering a variety of technology related workshops lead by a variety of local Chicagoans. A strong emphasis will be put on attracting non-traditional tech-speakers (women, people of color) teaching practical skills and information.

Online Store / Auction Process

This intern will research online marketplaces and develop a FreeGeek store for selling branded items (T-Shirts, Buttons, Stickers, etc) and a vast array of odd-ball items that have value but can't be sold in our physical thrift shop. Having an online version of FreeGeek's thrift store will be a year-round project, so the intern will document how the store is setup as well as a repeatable process for identifying, photographing, describing, pricing, and posting items for sale online. In addition, the intern will train key volunteers to maintain the online store after the summer internship has finished.

Curriculum Development

This intern will produce educational materials to take on-the-road and present to businesses, school groups, churches, civic groups, and other community organizations. Several requests have been made to FreeGeek to provide off-site lectures or workshops that get individuals engaged and excited about responsible recycling, computer hardware, Free and Open Source Software, and other aspects of FreeGeek operations. Internship products will include lesson plans, classroom materials, presentations, etc. In addition, the intern will create a rate schedule, based on similar, programs, for offering presentations to both for-profit and not-for-profit organizations.

Independent Project

Internship applicants that are interested in working with FreeGeek Chicago but have another project or program that may help FreeGeek Chicago can propose an alternative internship track. A project proposal should describe possible financial benefits to FreeGeek as well as other benefits. If an applicant would like to make a proposal, they must submit a one-page description of the project/program in addition to the 1-page resume and 1-page cover letter. FreeGeek's Internship Board and the internship applicant will discuss a final project description.



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What to Submit

Please submit a 1-page resume and a 1-page cover letter as your application. The resume will tell us your background while the cover letter will tell us why you are a good fit for our internship program. We do not expect expertly designed and groomed resumes or cover-letters but we do expect ones that clearly communicate who the applicant is and how they might fulfill FreeGeek's needs. Resumes must include the applicant's full name, email address, phone number, and home address so we can contact you about your application status.

Items may be emailed to James Slater (jslater@freegeekchicago.org) or dropped off at the administration desk during open store hours. **All applications are due by May 31st.**

If you have never made a resume or cover letter, or you would like some help with your current resume or cover-letter, check out these great web sources as guides. University career centers, while geared towards college students, tend to have excellent resources for others as well.

- Wikipedia. *Résumé*. 2012. Available at: <http://en.wikipedia.org/wiki/R%C3%A9sum%C3%A9>
- Wikipedia. *Cover Letter*. 2012. Available at: http://en.wikipedia.org/wiki/Cover_letter
- Purdue Online Writing Lab (OWL). *Workplace Writers*. 2011. Available at: <http://owl.english.purdue.edu/owl/resource/681/01/>
- VirginiaTech Career Services. *Cover letters: types and samples*. Accessed May 2012. Available at: <http://www.career.vt.edu/JobSearchGuide/CoverLetterSamples.html>
- VirginiaTech Career Services. *Resumes and vitae guide*. Accessed May 2012. Available at: <http://www.career.vt.edu/ResumeGuide/Index.html>

Followup

FreeGeek staff will review ALL applications and will inform all applicants via email whether or not they are selected for an interview by Monday June 3rd. All applications submitted by email will receive a confirmation within 24hrs. Please do not call.