



Summer 2024 H.O.M.E. Archives Internship

Housing Opportunities & Maintenance for the Elderly (H.O.M.E.) is a one-of-a-kind Chicago organization that seeks to foster joy, connection and independence for Chicago's low-income seniors. H.O.M.E. is a bright spot for all who know it. Founded in 1982, H.O.M.E. has helped thousands of low-income seniors in Chicago maintain their independence by providing a home upkeep and repair service, shopping bus, moving program, and three affordable apartment buildings where seniors can live comfortably in an intergenerational environment. H.O.M.E. is characterized by a warm and caring culture.

Position Description: H.O.M.E. is seeking up to two individuals in undergraduate or graduate programs who wish to learn and gain professional experience in fields related to archival science. This is ideal for students with an interest in Chicago history, photography, and social justice movements. H.O.M.E. has hundreds of high-quality photographs that document the rarely recorded homes and lives of Chicago's low-income seniors since 1982. H.O.M.E.'s materials also include photos and documents related to its founding and the unique intergenerational affordable residences it developed: the Pat Crowley House and the Nathalie Salmon House. The goal is to prepare and classify the materials for submission to a new H.O.M.E. archive at the Harold Washington Library before the close of 2024. Hours flexible; minimum of four weeks.

Tasks and Responsibilities:

- Arrangement and Description: Assist with processing H.O.M.E. collections, arranging photographic collections, and creating indexes.
- Records Management: Assist with evaluating which photos and records to keep in house and which documents to transfer to the archive.
- Publications: Assist in the creation of a variety of print or digital projects, including social media initiatives and website content.

Competencies:

1. Excellent organizational skills.
2. Experience working in archives, libraries, or records management.
3. Strong knowledge of archival principles, practices, and standards.
4. Basic knowledge of Excel spread sheets and data entry skills.
5. A passion for the mission and vision of H.O.M.E., including respect and care for low-income seniors and building diverse and inclusive communities in Chicago.

Compensation: Stipend of up to \$500 depending on experience.

To apply: Please send a resume along with a cover letter with the reason that you are applying and your archival experience to Gail Schechter, Executive Director, at Gails@HOMEseniors.org. Deadline is June 7th.



945 W. George Street, Suite 218, Chicago, IL 60657-5876 • 773.921.3200 • info@HOMEseniors.org • www.homeseniors.org
H.O.M.E. helps Chicago's low-income seniors to live independent and socially engaged lives by providing intergenerational housing, home repair services, a shopping bus, moving assistance, and caring volunteers.

Nonprofit Organization • Contributions Are Tax Deductible • EIN 36-3172591

