Capital City Car Club

Address:  P.O. Box 9481, Springfield, IL 62791-9481
Phone number:  (773) 704-8929
Email Address:  capitalcitycarclub@gmail.com
Agency Contact:  Andrew Adamczyk, President

How should students contact this agency?  Email
How should students submit cover letters and resumes?  Email

General Description of agency or business
The Capital City Car Club is a 501(c) (3) non-profit organized to educate, promote, and encourage participation in the sport and hobby of owning an automobile.

Capital City Car Club is open to the public and will hold clinics and other educational events to provide education on all facets of safe and responsible car ownership and operation. Clinics and events will cover automobile related topics such as: Purchase, Maintenance, Repair, Safe Operation, Teen Drivers, Winter Driving. Other Automobile themed fundraising events (car washes, clinics, track days) will be held throughout the year. For more information, please visit us at http://capitalcitycarclub.org/

Internship or Job Description
Journalism, Communications

- Web content writing
- Administrative duties
- Will work closely with Board members

Basic student learning anticipated
Working for our new non-profit organization will give a student broad experience in administration, communications, and business networking. The student will help us develop automotive-related content to drive more traffic to our website, help us with various administrative tasks, and may help us in the process of planning an event.

Hours per week:  Up to 12

Number of weeks:  16

Unpaid Position Available:  Spring, Summer, Fall