



**LEGACY
FOUNDATION**

Lake County's Community Foundation



Press Forward 
Lake County

370 E. 84th Drive, Suite 100
Merrillville, IN 46410
219.736.1880
www.legacyfdn.org

Gary Crusader Writer/Journalist Internship Legacy Foundation News Internship Program

The writer/journalist intern will work alongside editorial staff in the Gary Crusader newsroom and receive hands-on training from veteran journalist Jackie Harris, publisher of the 411 Gary News. Jackie is a long-standing partner of the Gary Crusader whose stories are regularly published in the newspaper. She will provide mentorship and guidance on reporting in Gary and Northwest Indiana, ensuring the intern gains direct exposure to community people, places, and events..

Interns will gain practical experience in professional journalism, including reporting, interviewing, writing, editing, and digital publishing, while contributing to the mission of the Gary Crusader and the Legacy Foundation to strengthen journalism and community engagement in Lake County.

Key Responsibilities

- Research, pitch, and develop story ideas relevant to Gary, Lake County, and surrounding communities.
- Conduct interviews with residents, leaders, and officials to gather accurate information.
- Write and edit clear, compelling news and feature stories under deadlines.
- Fact-check sources and ensure accuracy, fairness, and adherence to journalistic ethics.
- Cover local events, meetings, and press conferences both in-office and in the field.
- Assist editors with preparing content for both print and online publication.
- Support the newsroom's social media and website updates.
- Collaborate with Jackie Harris, Gary Crusader editors, and photographers to develop multimedia content.
- Contribute to the overall mission of strengthening community journalism in Northwest Indiana.

Qualifications and Desired Skills

- This position is open to current undergraduate and graduate students.
- Strong writing, editing, and research skills; familiarity with Associated Press (AP) style.
- Ability to conduct effective interviews and communicate with diverse audiences.
- Attention to accuracy, detail, and ethical journalism standards.
- Basic understanding of digital publishing tools and social media platforms.
- Must be able to manage multiple assignments and meet deadlines.
- Familiarity with Microsoft Office and Google Workspace required.
- Knowledge of photography, audio, or video editing a plus but not required.
- Demonstrated interest in journalism, communications, or related fields.
- Must have access to a personal laptop and smartphone for reporting and communications.

Physical Demand

- Prolonged periods working at a computer, typing, and editing.
- Ability to travel locally for assignments (meetings, events, interviews).
- Occasional evening or weekend assignments as newsroom demands require.
- Must be able to carry light reporting equipment (laptop, camera, notepad; up to 15 lbs).
- Reasonable accommodations will be made for interns with disabilities.

Supervision and Evaluation

The intern will be jointly supervised by Sharon Fountain (Managing Editor, Gary Crusader) and Jackie Harris (Publisher, 411 Gary News). Assignments will be coordinated to ensure clarity of priorities and consistent feedback. The intern may occasionally receive assignments directly from Publisher Dorothy R. Leavell. Jackie and Sharon will collaborate on evaluation of the intern's progress, with input from Dorothy where appropriate.

Time Commitment and Compensation

- Approximately 18 hours per week
- Up to 16 weeks from date of hire, with opportunity for extension.
- \$15/hour
- The selected intern will be hired as a Legacy Foundation staff member. Legacy Foundation will handle the HR management of the position, and Gary Crusader/411 Gary News team will provide day-to-day newsroom supervision.

Please submit your resume and cover letter by November 14, 2025 to: careers@chicagocrusader.com

About Legacy Foundation

Legacy Foundation is the community foundation for Lake County, Indiana. Our mission is to transform Lake County by providing strategic leadership and impactful philanthropic support to ensure equitable opportunity for all communities that we serve. Through the generosity of a wide base of donors, Legacy Foundation has awarded over \$50 million in grants and scholarships to nonprofit organizations and individuals since its founding in 1992. The foundation manages over \$84 million in assets and is governed by a volunteer board of directors representing a diverse spectrum of business, education, and the nonprofit and public sectors. Learn more at www.legacyfdn.org.

About the Gary Crusader Newspaper

The Gary Crusader Newspaper is a weekly publication dedicated to informing, educating, and empowering African American communities in Northwest Indiana. Founded in 1961, the Gary Crusader covers community news, politics, culture, and events with a mission to amplify underrepresented voices and advocate for equity and justice. The Crusader continues its proud legacy of watchdog journalism while serving as a trusted source of news and commentary for Gary and Lake County residents.

This job description is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of the writer/journalist Intern. Other duties and responsibilities may be assigned.

Our Culture

At the Gary Crusader, we are committed to a tradition of advocacy journalism rooted in service to the community. We believe journalism should not only inform but also empower residents to engage in civic life. The Legacy Foundation and the Gary Crusader are equal opportunity employers, and all internships are decided on the basis of qualifications, merit, and community need.

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