



City of Chicago
Lori E. Lightfoot, Mayor

Commission on Human Relations

Nancy Andrade, Commissioner

NOTICE OF JOB OPPORTUNITY

PUBLIC SERVICE HATE CRIMES INTERN
Commission on Human Relations
Intergroup Relations Unit
UNPAID – TC 0407

The Commission on Human Relations (CCHR) serves as the civil rights agency for the City of Chicago. The CCHR investigates and adjudicates discrimination complaints; mediates community tensions; provides human relations workshops; and assists victims of hate crimes.

The CCHR is currently seeking to hire an intern to work with its Intergroup Relations Unit to assist with hate crimes victims' assistance and advocacy projects and programs.

DUTIES

- Conduct research on hate crime trends locally and nationally
- Assist with compiling data and developing reports
- Assist with outreach programs to educate the community about hate crimes
- Assist in coordinating meetings and provide staff support for CCHR's volunteer hate crimes committee
- Performs additional duties as assigned.

MINIMUM QUALIFICATIONS: Must be a current college level junior, senior or graduate/law school student in good academic standing, enrolled in an accredited four-year college or university offering a baccalaureate or graduate degree program or an accredited law school, with a minimum grade point average of 2.5 on a 4.0 grading scale or a 3.5 on a 5.0 grading scale.

SUMMARY OF NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

- Demonstrated problem solving and critical thinking skills
- Ability to prepare correspondence and reports
- High level of organization and attention to detail.
- Ability to work collaboratively and cooperatively with staff
- Ability to organize, prioritize, and carry out office work with minimal supervision
- Good working knowledge of Microsoft Word, Excel, and PowerPoint

PREFERENCE: Someone who demonstrates strong communication, organizational, critical thinking, research and writing skills. Must be willing to work with diverse communities. Must have good knowledge of MS Office products.

NOTE: Current transcripts, resume and current letter of enrollment verification from the school's registrar/dean confirming current enrollment and grade level and will be required at the time of application.

RESIDENCY REQUIREMENT: City of Chicago residency is not required.

2023 SALARY: Non-paid; May be used to satisfy academic credit requirements.

CLOSING DATE: Open until further notice.

INSTRUCTIONS: Interested applicants should forward resumes, cover letters, current enrollment verification letter and current transcripts to:

The Commission on Human Relations

Gloria Vu

Gloria.Vu@cityofchicago.org

Fax:

312-744-1081

If you are a person with disability and require a reasonable accommodation in order to participate in the application process, please contact the City of Chicago, Department of Human Resources at 312 744-4976 (voice) or 312 744-5035 (TTY). You may be required to provide

information to support your reasonable accommodation request.

**ALL REFERENCES TO POLITICAL SPONSORSHIP OR
RECOMMENDATION MUST BE OMITTED FROM ANY AND ALL
APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT**

**THE CITY OF CHICAGO IS AN EQUAL OPPORTUNITY/AFFIRMATIVE
ACTION EMPLOYER**
