



City of Chicago
Lori E. Lightfoot, Mayor

Commission on Human Relations
Nancy Andrade, Commissioner

NOTICE OF JOB OPPORTUNITY

PUBLIC SERVICE INTERN Commission on Human Relations Office of the Chairman 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.

Students selected to intern with the CCHR will receive a broad-based experience incorporating many areas of the department's work including, learning how the legislative process in city government works, working with volunteer boards and committees to address issues of discrimination and bias impacting communities, creating, and implementing marketing campaigns to inform city residents of the programs and services of the agency.

DUTIES

- Conduct research on proposed or pending legislation and draft recommendations for the chair's consideration
- Assist in developing of marketing plans and concepts, including the design of promotional materials,
- Create and post announcements on social media
- Assist in coordinating meetings and provide staff support for CCHR's board, advisory councils, and special committees
- 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
- Some proficiency with social media platforms, social networking, and email marketing
- 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

PREFERENCE: Someone who demonstrates strong communication, organizational, critical thinking, research and writing skills. Must be willing to work with diverse communities. Must be familiar with 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.

2022 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
Kenneth Gunn
Kenneth.Gunn@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**
