



## City of Chicago

Lori Lightfoot, Mayor

### Department of Buildings

Matthew Beaudet, Commissioner

# NOTICE OF VOLUNTEER OPPORTUNITIES

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## VOLUNTEER- INTERNS- UNPAID

The City of Chicago Department of Buildings is seeking to hire talented and self-motivated volunteers who are eager to obtain a broad range of experience.

**MINIMUM QUALIFICATIONS:** Must be a college or university graduate or have attended a college or university with at least some course work in Architecture, Finance, Labor Relations, Informational Technology, Liberal Arts or Law School.

**Preference:** Work hours are flexible to meet the needs of students, however, during the winter and spring semester/quarter student are desired to work 16 to 20 hours per week. During the summer months students are desired to work 35 hours per week.

**RESIDENCY REQUIREMENT:** Not required

These are temporary positions.

**SALARY:** Unpaid – however, some participants may be able to receive academic credit.

**CLOSING DATE FOR APPLICATIONS:** OPEN UNTIL FURTHER NOTICE

**DUTIES:** Under direct supervision student interns will perform various functions to support several different areas related to law, municipal prosecution, labor issues, environmental issues, both Federal and State Litigation, municipal legislation and state legislation. In addition, developing application for departments Information Technology needs.

**NOTE:** Only applicants who submit all the required documents will be considered. Positions will be filled throughout the 2021 calendar year as needed.

**INSTRUCTION:** Interested applicants should forward all required documentation to: Stephanie Boykin: Fax: 312-743-9124 or can be e-mailed at [stephanie\\_boykin@cityofchicago.org](mailto:stephanie_boykin@cityofchicago.org)

**Direct questions to Stephanie Boykin at 312-743-9025**

**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 EMPLOYER**

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