



OFFICE OF THE CITY TREASURER

MELISSA CONYEARS-ERVIN

## NOTICE OF JOB OPPORTUNITY

### Volunteer Intern- City Treasurer's Office, Internship

#### Internship -Unpaid TC#0407

**DESCRIPTION:** The Treasurer of the City of Chicago acts as the City's Investor, Banker, and Advocate. Within the City Treasurer's Office (CTO), there are six teams that divvy up these responsibilities according to these roles: Investments (Investor), Accounting (Banker), Communications (Advocate), Community Engagement (Advocate), Equity Diversity, & Inclusion (Advocate), and Intergovernmental Affairs (Advocate). Interns and Fellows typically work with one of the six teams depending on their educational background and interests. The City Treasurer's Office seeks candidates focused on Public Policy, Equity, Diversity, & Inclusion, and Finance, and who are interested in urban issues. Strong writing, research, and communication skills are essential. Candidates will assist staff with the design and implementation of projects outlined in the City Treasurer's Intern Manual that are specific to each department while also performing related administrative and research duties as required. Responsibilities may also include drafting public policy reports, providing economic research and financial analysis, creating presentations, and assisting with press and social media, based on the interests and talents of each candidate. Candidates should ideally be available to work at least part-time (14 to 21 hours per week) during the school year or more time (21 to 30 hours per week) during the summer months.

- **Accounting Department:** The Accounting Team processes incoming cash from the rest of the City Departments and transfers it to the Investments Team.
- **Communications Department:** The Communications Team handles a range of responsibilities including communications, outreach, social media, graphic design, and more.
- **Community Engagement Department:** The Community Engagement Team works to provide programs, initiatives, and resources for the well-being and quality of life for the city of Chicago's local communities.
- **Equity, Diversity, & Inclusion (EDI) Department:** The EDI Team works to provide financial programs, initiatives, and resources for the well-being and quality of life for the city of Chicago's local communities. The goal is to see how their lives can be improved through economic development.
- **Intergovernmental Affairs (IGA) Department:** The IGA Team handles a range of responsibilities including policy, programs, and more.
- **Investments Department:** The Investments Team invests the money received from the Accounting Team, earning return on the investments for the City Departments.

**MINIMUM QUALIFICATIONS:** Must be a current college level or graduate/school student in good academic standing, enrolled in an accredited two or four year-college or university offering a baccalaureate or graduate degree program or an accredited law school. Must have a minimum cumulative grade point average of 2.0 on a 4.0 grading scale or a 2.5 on a 5.0 grading scale.

**PREFERENCE:** Students with a minimum GPA of 3.0 on a 4.0/4.0 on a 5.0 scale will be given preference. Candidates should be able to work in a fast-paced environment. All projects assigned are confidential with time-sensitive deadlines.

**NOTE:** Cover Letter (noting “City Treasurer’s Office Internship”), Official/Unofficial Transcript and Enrollment Verification from school currently attending, Resume and Writing Sample will be required at the time of application and **MUST** be submitted together as a packet. Only applicants who submit all the required documents will be considered.

**NOTE:** All projects assigned are confidential with time-sensitive deadlines.

**These are temporary positions.**

**SALARY:** This is an UNPAID Internship

**CLOSING DATE:** Open Year Round

**INSTRUCTION:** Interested candidates should send as a packet the following:

- Cover Letter (noting “City Treasurer’s Office Volunteer Internship”)
- Resume
- Official/Unofficial Transcript
- Enrollment Verification from school currently attending
- Writing Sample to the attention of:

**Monique J. Cook-Bey**  
**Director of Community Engagement**  
**City Treasurer’s Office**  
**121 North LaSalle Street**  
**Room 106**  
**Chicago, IL 60602**

**OR**

**[Monique.Cook-Bey@cityofchicago.org](mailto:Monique.Cook-Bey@cityofchicago.org)**

The City of Chicago is an Equal Opportunity Employer.

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. Students who are Deferred Action Recipients are encouraged to apply for volunteer and internship opportunities. You must provide your Employment Authorization Document at the time of hire. In addition, if you are selected for a paid internship, you must also have a social security card. If you do not have a social security card, you can obtain one by following the instructions on this link: [http://www.socialsecurity.gov/pubs/deferred\\_action.pdf](http://www.socialsecurity.gov/pubs/deferred_action.pdf)

**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**