



City of Chicago
Lori E. Lightfoot, Mayor

Commission on Human Relations

Nancy Andrade, Chair and Commissioner

NOTICE OF JOB OPPORTUNITY

**MARKETING AND COMMUNICATIONS
PUBLIC SERVICE INTERN
Commission on Human Relations
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 Office of the Chair is seeking to hire one intern for the Summer of 2022 to assist in the development of a new communications and marketing campaign to raise the public's awareness and understanding of the services of the department.

The Marketing and Communications Intern position is an opportunity for college students majoring in marketing, communications, or public relations to gain municipal marketing and strategic communications experience.

DUTIES

- Assist in the creation and development of marketing and branding campaigns.
- Create social media and website content to elevate the CCHR's visibility and generate awareness on its work and services.
- Assist with the drafting and design of annual reports, newsletters, and special reports.
- Performs additional duties as assigned.

MINIMUM QUALIFICATIONS: 3rd / 4th year student

Must be a current college level junior or senior student in good academic standing, enrolled in an accredited four-year college or university offering a baccalaureate degree program working towards a degree in Marketing,

Branding, Business Administration, Communications, Public Relations, Economics, and/or a related field 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
- Proficiency with social media platforms, and email marketing
- Knowledgeable of marketing, public relations, and community outreach concepts, techniques, and campaigns
- 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. Written fluency in a foreign language (other than English).

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. Compliance with the City of Chicago's vaccination policy prior to start date.

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**
