



City of Chicago
Brandon Johnson, Mayor

Commission on Human Relations

Nancy Andrade, Commissioner

NOTICE OF JOB OPPORTUNITY

(Spring 2026)
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 about the legislative process in city government, working with communities to reduce hate crimes and encourage the reporting of hate crimes, and conducting research and assisting in the development of special reports.

DUTIES

- Conduct research on proposed or pending legislation and draft recommendations for the chair's consideration
- Assist in community outreach efforts around hate crime education
- Conduct research, develop charts and graphs, and assist in writing public reports
- 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.

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

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.

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:

Gloria Vu
gloria.vu@cityofchicago.org

If you are a person with a disability and require reasonable accommodation 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**
