



City of Chicago
Brandon Johnson, Mayor

Commission on Human Relations

Nancy Andrade, Commissioner

NOTICE OF JOB OPPORTUNITY

**PUBLIC SERVICE LEGAL INTERN
(Summer 2025)**

**Commission on Human Relations
Adjudication Division
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 CCHR is seeking to retain a legal intern to work in its Adjudication Division which is responsible for the investigation and adjudication of employment, housing, public accommodations, and credit discrimination complaints.

DUTIES

- The selected candidate will meet regularly with the management staff of the Adjudication Division who are all attorneys to assist with tracking and reporting discrimination data, learn how to prepare legal summaries of CCHR precedential decisions for publication in the CCHR's Subject Matter Index and the Board Rulings Digest, and assist with the updating of these materials.
- Under the direction of the Deputy Commissioner, the intern will also perform some legal research and writing assignments.
- The intern may also be required to assist the Office of the Chair in conducting research on proposed or pending legislation and draft recommendations to the mayor.
- Performs additional duties as assigned.

MINIMUM QUALIFICATIONS: Must be a current second- or third-year law school student in good academic standing, and enrolled in an accredited law school.

NOTE: At the time of application, you must attach a copy of your transcripts, resume, and writing sample for your application to be considered complete.

The writing sample must be five to seven pages in length, and must demonstrate your legal research, writing, and analytical skills. If the sample is part of a larger document, please include a brief explanation of the document. Also include whether the sample was submitted for a class or for a journal article.

SUMMARY OF NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

- Intermediate skills in Microsoft Excel
- Demonstrated experience conducting legal research and writing assignments
- Experience using legal research platforms including Westlaw or LexisNexis
- Demonstrated problem solving and critical thinking skills
- 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, writing sample, 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.

2025 SALARY: Non-paid; May be used to satisfy academic credit requirements.

CLOSING DATE: 30 days.

INSTRUCTIONS: Interested applicants should forward resumes, cover letters, writing samples, current enrollment verification letter and current transcripts to:

The Commission on Human Relations

Gloria Vu
Gloria.Vu@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**
