



**CITY OF CHICAGO**  
**Lori Lightfoot, Mayor**  
**DEPARTMENT OF PUBLIC HEALTH**

---

## **NOTICE OF JOB OPPORTUNITY**

---

### **PUBLIC SERVICE INTERN – UNPAID**

### **Bureau of Public Health Preparedness and Emergency Response**

**DESCRIPTION:** The Chicago Department of Public Health (CDPH) promotes and improves health by engaging residents, communities and partners in establishing and implementing policies and services that prioritize residents and communities with the greatest need. At CDPH, diversity is one of our core values. Individuals from diverse racial and ethnic backgrounds as well as those of all sexual orientations and gender identities are encouraged to apply.

CDPH's Bureau of Public Health Preparedness and Emergency Response is seeking students with an interest in "Emergency Preparedness" to join our team for an internship. The Mission of the Bureau is "We help the City of Chicago prepare for, respond to, and recover from emergencies in order to protect the public's health and minimize adverse effects on residents, visitors, and the healthcare system." Our Vision is "A well prepared and resilient Chicago." The intern will be a part of the preparedness team, participating in planning for events/disasters, preparing and executing trainings and exercises, and contributing to response activities.

**DUTIES:** Assist in maintaining and updating the CDPH Functional and Access Needs / Social Vulnerability Plan; identify organizations (government and non-government) that provide services to vulnerable populations; contribute to outreach and sustainability strategies; plan with and participate in emergency preparedness workgroups and trainings; conduct outreach to include but not limited to providing presentations, scheduling and facilitating meetings with community partners, and participating in CDPH public information campaign activities; assist with public health event management and data collection; and tailor public health preparedness messaging, training, and evaluation to diverse community stakeholders and the public.

**NOTE:** Cover letter, official/unofficial transcript, original letter of enrollment verification, resume, and a writing sample will be required at time of application. Literature reviews, essays and papers completed for school are acceptable.

**MINIMUM QUALIFICATIONS:** Must be a college junior, senior or graduate level student in good academic standing, enrolled in an accredited four year college or university offering a baccalaureate or graduate degree program, with a minimum cumulative grade point average of 2.5/4.0 or 3.5/5.0. Working knowledge of geographical information system (GIS) desired.

**RESIDENCY REQUIREMENT:** City of Chicago residency is not required.

**SALARY:** UNPAID - may be used to obtain academic credit.

**CLOSING DATE:** [Open until further notice/closing date]

**INSTRUCTIONS:** For consideration, interested candidates MUST EMAIL, as a packet, the following: cover letter, official/unofficial transcript, original letter of enrollment verification, resume and writing sample to Frankie Shipman-Amuwo, Director of Planning, Research and Development of the Public Health Preparedness and Emergency Response Bureau at [frankie.shipman@cityofchicago.org](mailto:frankie.shipman@cityofchicago.org), with INTERNSHIP in the subject line.

**If you would like to request a reasonable accommodation due to disability or pregnancy 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). Please be prepared to provide information in support of 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 Employment Opportunity and Military Friendly Employer**