



**CITY OF CHICAGO**  
**Rahm Emanuel, Mayor**

**DEPARTMENT OF PUBLIC HEALTH**  
**Julie Morita, Commissioner**

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## **NOTICE OF JOB OPPORTUNITY**

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### **PUBLIC SERVICE INTERN – UNPAID POSITION POLICY OFFICE**

**DESCRIPTION:** The Chicago Department of Public Health (CDPH) improves health in Chicago by engaging residents, communities and partners in establishing and implementing policies and services that prioritize the people 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 policy office focuses on fostering systemic change and working with advocates and legislators to lay the groundwork for good policy. Our scope covers city ordinances, state bills, rulemaking, new budget priorities, and sometimes federal initiatives. We cover a variety of issues, ranging from heroin addiction to environmental protection to communicable disease to maternal health to lead poisoning.

**DUTIES:** Intern projects vary. They may include analyzing proposed legislation to see whether it would be good for public health; identifying effective policies in other cities that could be applied in Chicago; focusing on a specific practice and determining its feasibility in Chicago; assessing how health could be integrated into the work of other departments; analyzing CDPH programs to help determine whether policy change is needed; and more.

**MINIMUM QUALIFICATIONS:** Must be a college junior or 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.

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

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

**CLOSING DATE:** Open until further notice. However, applicants should assume that their internship will not start until about three or four months after they apply, though this can vary. If you're looking for a summer internship, for instance, April may be too late, depending on the applicant pool, whether anyone has dropped out, etc. Contact [jesse.lava@cityofchicago.org](mailto:jesse.lava@cityofchicago.org) with any questions about where things stand.

**INSTRUCTIONS:** For consideration, all candidates for the policy office should first email a resume, cover letter and writing sample to [jesse.lava@cityofchicago.org](mailto:jesse.lava@cityofchicago.org) to set up an initial conversation. If the application proceeds to the next step, candidates interested in course credit must submit a transcript and letter of enrollment verification. Those not seeking course credit can discuss requirements on a case-by-case basis.

**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**