



**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**

### **Violence Prevention and Substance Use**

**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.

The Chicago Department of Public Health (CDPH) established the Office of Violence Prevention in 1994 following the Surgeon General's declaration that violence was a public health epidemic. The Office expanded in 2015 to include Substance Use programs and is now, the Office of Violence Prevention and Behavioral Health (OVPBH). This office works to prevent the occurrence of violence and the misuse of substances across the lifespan and to reduce its negative impact when it does occur.

CDPH's Office of Violence Prevention and Behavioral Health (OVPBH) is open for applications (primarily) from graduate students seeking academic credit with a preference for students who expect to serve no less than 2 days (14 hours) per week. We are actively seeking students with demonstrated interest in violence prevention, substance use, and/or mental health support concerns.

**DUTIES:** While the specific project will impact on the specific duties, here are some traditional responsibilities and expectations for interns.

- Effectively conduct research to enhance/update training, inform strategic planning, and strengthen and shape public awareness materials for various audiences and uses
- Manage time-sensitive projects that may include evaluation, program design, and/or community engagement responsibilities
- Develop and deliver training on selected prevention or intervention issues
- Provide logistical and administrative support in various meetings related to the work of the office and our strategic concerns
- Assist with data collection, entry, and analysis; and report writing
- Provide support to committees and projects (primarily) onsite but also in the community
- Receive routine and consistent individual/team supervision and professional development

**NOTE:** Cover letter, official/unofficial transcript, original letter of enrollment verification and resume, and a writing sample will be required at time of application.

**MINIMUM QUALIFICATIONS:** Must be graduate level student (in some cases, advanced college students will be considered) in good academic standing, enrolled in an accredited academic institution offering degrees that are recognized by the State of Illinois and related professions, 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. Applicant must be able to self-travel (public transit included) to Chicago communities, as needed.

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

**CLOSING DATE:** Open until further notice

**INSTRUCTIONS:**

Interested candidates **MUST** email a cover letter and resume to Marlita White, OVPBH Director [marlita.white@cityofchicago.org], subject line: **Internship Inquiry**. Be sure to reference the host academic institution and degree program, desired internship start and end dates, and the minimum number of hours to be earned per week.

If invited to interview, the applicant will be directed to send a single PDF packet with the following documents prior to the interview: the contact information for the faculty liaison, official/unofficial transcript, original letter of enrollment verification, and a 2-5 page writing sample.

**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**