



CITY OF CHICAGO
Rahm Emanuel, Mayor

DEPARTMENT OF PUBLIC HEALTH
Julie Morita, Commissioner

NOTICE OF JOB OPPORTUNITY

VOLUNTEER – UNPAID

Lead Poisoning Prevention and Healthy Homes Program

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 Division of Environmental Health, Lead Poisoning Prevention and Healthy Homes Program (LPPHHP) is seeking volunteers with an interest in environmental science or health. The mission of LPPHHP is to detect and address exposures to lead hazards. Strategies include inspections and abatement, public education campaigns, and testing. CDPH is leading efforts to permanently eliminate lead exposure to children.

DUTIES: LPPHHP is seeking students to work as unpaid interns, assisting with various duties as assigned depending on the program. Applicants will need strong written and oral communication skills. Ability to work on a fast-paced office environment, managing multiple shifting priorities, self-motivated, creativity and positive attitude are a must. Assigned duties are specific to current operational needs, but potential duties may include:

- Conducting literature reviews or other research-related efforts and incorporating findings into reports; research policy best practices and implications in other state and local governments;
- Reviewing current policies and procedures and update as necessary; develop workflow analysis for the various programs;
- Performing functions to support offsite events, including festivals, health fairs, in-school programming, and other events, including preparing for and attending such events;
- Attending internal meetings;
- Representing the department through meetings with external entities;
- Assisting in the design and marketing of program materials and assets for social media, web, and e-communications;

- Performing various administrative functions to support program activities and projects;
- Opportunities may also be available to accompany field staff.
- Performing related duties as required.

NOTE: A writing sample will be required at time of application. This is a temporary, unpaid position. Hours will vary based on academic and program requirements

RESIDENCY REQUIREMENT: City of Chicago residency is not required.

SALARY: UNPAID

CLOSING DATE: Open until further notice.

EDUCATIONAL REQUIREMENTS: Enrollment in a Bachelor's Degree program or higher at an accredited college or university. Preference will be given for individuals enrolled in a public health or medical program, or related field.

INSTRUCTIONS: For consideration, interested candidates MUST EMAIL, as a packet, the following: cover letter, resume and a brief (no more than two paragraphs) writing sample describing your background and interest in environmental science or health and what you hope to gain from your volunteer experience to Maribel Chavez-Torres, Deputy Commissioner, Health Protection at maribel.chavez-torres@cityofchicago.org with "Lead Program Volunteer Intern" 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