



OFFICE OF THE CITY TREASURER  
MELISSA CONYEARS-ERVIN

## NOTICE OF JOB OPPORTUNITY

### VOLUNTEER INTERN – City Treasurer’s Office, Volunteer Internship - UNPAID TC#0407

**DESCRIPTION:** The City Treasurer’s office seeks candidates focused on public policy, economics, and/or finance with an interest in urban issues and strong writing, research, and communication skills. Candidates will assist staff with the design and implementation of projects outlined in the City Treasurer’s 90-Day Plan Impact Report while also performing related administrative and research duties as required. Responsibilities may also include drafting public policy reports, providing economic research and financial analysis, creating presentations, and assisting with press and social media based on the interests and talents of each candidate.

Candidates should ideally be available to work at least part-time (at least 14 to 21 hours a week) during the school year or more time (21 to 30 hours) during the summer months.

**MINIMUM QUALIFICATIONS:** Must be a current college level or graduate/school student in good academic standing, enrolled in an accredited two or four year-college or university offering a baccalaureate or graduate degree program or an accredited law school. Must have a minimum cumulative grade point average of 2.0 on a 4.0 grading scale or a 2.5 on a 5.0 grading scale.

**PREFERENCE:** Students with a minimum GPA of 3.0 on a 4.0 scale will be given preference. Candidates should be able to work in a fast-paced environment. All projects assigned are confidential with time-sensitive deadlines.

**NOTE:** Cover Letter (noting “City Treasurer’s Office Internship”), Official/Unofficial Transcript and Enrollment Verification from school currently attending, Resume and Writing Sample will be required at the time of application and MUST be submitted together as a packet. Only applicants who submit all the required documents will be considered.

**NOTE:** All projects assigned are confidential with time-sensitive deadlines.

**These are temporary positions.**

**SALARY:** This is an UNPAID internship.

**CLOSING DATE:** Open Until Further Notice.

**INSTRUCTION:** Interested candidates should send as a packet the following:

- Cover Letter (noting “City Treasurer’s Office Volunteer Internship”)
- Resume

- Official/Unofficial Transcript
- Enrollment Verification from school currently attending
- Writing Sample to the attention of:

**Monique Jate Cook-Bey  
Assistant to the City Treasurer  
City Treasurer's Office  
121 North LaSalle Street  
Room 106  
Chicago, IL 60602**

**OR**

**[Monique.Cook-Bey@cityofchicago.org](mailto:Monique.Cook-Bey@cityofchicago.org)**

The City of Chicago is an Equal Opportunity Employer.

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. Students who are Deferred Action Recipients are encouraged to apply for volunteer and internship opportunities. You must provide your Employment Authorization Document at the time of hire. In addition, if you are selected for a paid internship, you must also have a social security card. If you do not have a social security card, you can obtain one by following the instructions on this link: [http://www.socialsecurity.gov/pubs/deferred\\_action.pdf](http://www.socialsecurity.gov/pubs/deferred_action.pdf)

**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**