NOTICE OF JOB OPPORTUNITY

PUBLIC SERVICE INTERN
Commission on Human Relations
Office of the Chairman
UNPAID – TC 0407

The Commission on Human Relations (CCHR) serves as the civil rights agency for the City of Chicago. The CCHR investigates and adjudicates discrimination complaints; mediates community tensions; provides human relations workshops; and assists victims of hate crimes.

Students selected to intern with the CCHR will receive a broad-based experience incorporating all areas of the department’s work including:

- Learning how the legislative process in city government works, including analyzing and researching proposed legislation.
- Learning about how discrimination cases are handled from the investigation phase to the administrative hearing process,
- Working with communities to resolve and prevent conflicts based on racial, religious, national origin and other forms of difference,
- Assisting victims of hate crimes and learning about the criminal court process,
- Providing workshops on topics like “Bullying” to elementary and high schools

MINIMUM QUALIFICATIONS: Must be a current college level junior, senior or graduate/law school student in good academic standing, enrolled in an accredited four year college or university offering a baccalaureate or graduate degree program or an accredited law school, with a minimum grade point average of 2.5 on a 4.0 grading scale or a 3.5 on a 5.0 grading scale.
**PREFERENCE:** Someone who demonstrates strong communication, organizational, critical thinking, research and writing skills. Must be willing to work with diverse communities. Must be familiar with MS Office products.

**NOTE:** Current transcripts, resume and current letter of enrollment verification from the school’s registrar/dean confirming current enrollment and grade level and will be required at the time of application.

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

**2019 SALARY:** Non-paid; May be used to satisfy academic credit requirements.

**CLOSING DATE:** Open until further notice.

**DUTIES:** Duties include but are not limited to: Under the direction of senior management, assist in conducting research projects, community outreach, human relations workshops, and various departmental projects on an as-needed basis.

**INSTRUCTIONS:** Interested applicants should forward resumes, cover letters, current enrollment verification letter and current transcripts to:

The Commission on Human Relations
Iris Archilla
Iris.Archilla@cityofchicago.org
Fax:
312-744-1081

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