



**City of Chicago**  
Lori E. Lightfoot, Mayor

**Commission on Human Relations**

Mona Noriega, Commissioner

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## NOTICE OF JOB OPPORTUNITY

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**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](mailto: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

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