



COMMUNICATIONS & OUTREACH STUDENT INTERN

The Office of the Inspector General's (OIG) Communications & Outreach Section has a new opportunity for a sharp, motivated and civic-minded individual who is interested in developing their communications, marketing, editorial, social media, and engagement skills. This intern will help educate and engage the public about OIG's mission to promote economy, effectiveness, efficiency, and integrity in City government by rooting out corruption, waste, and mismanagement. We are looking for an intern who can assist our section with promoting our work, reports, and events. This intern will gain valuable hands-on experience working for the City of Chicago. **Note: This is an unpaid internship.**

DUTIES

- Assist with the research and development of marketing and event programming
- Post and monitor social media, to include monthly campaigns and analytics
- Staff/attend community outreach and engagement events
- Perform clerical activities and update databases, when needed
- Attend departmental and editorial meetings, as requested
- Support special projects, when requested
- Flexibility to travel with outreach team throughout Chicago

MINIMUM QUALIFICATIONS

- Currently enrolled in an accredited college or university as a senior or graduate student, pursuing an undergraduate or graduate degree in Communications, Journalism, Public Policy, or other related fields
- Students must have a minimum cumulative grade point average of 3.0 on a 4.0 grading scale or a 4.0 on a 5.0 grading scale; and must maintain the required GPA throughout the duration of their employment/internship.
- Strong written and verbal communication skills
- Solid understanding social media networks and analytics
- Ability to multitask and meet deadlines
- Ability to be both creative and analytical when approaching a task
- Proficiency in word processing, database work, e-mail, and internet research
- Knowledge of Microsoft Office, Adobe Applications, social media platforms, and graphic design

PREFERRED QUALIFICATIONS

- Strong attention to detail and experience with drafting content and editing
- Experience interacting with persons of various social, cultural, economic, and educational backgrounds, with a demonstrated awareness and sensitivity to the needs and concerns of individuals from diverse backgrounds and orientations
- Strong professionalism with internal and external relations
- A commitment to excellence as evidenced by academic honors, academic and social awards, extracurricular activities and involvement in community or public service

NOTE: APPLICATIONS MUST BE SUBMITTED BY THE INDIVIDUAL APPLYING. NO SECOND PARTY APPLICATIONS WILL BE ACCEPTED. THE OFFICE OF INSPECTOR GENERAL REQUIRES THAT ITS EMPLOYEES BE NONPARTISAN AND FREE FROM CONFLICTS OF INTEREST.

ANNUAL SALARY: Unpaid internship. These are temporary/part-time positions.

HOURS: Negotiable

INSTRUCTIONS:

To apply for this job title, do NOT use the City of Chicago online application. Follow these six steps:

1. Submit to e-mail address jobs@igchicago.org;
2. In the subject line, type in the job title for which you are applying;
3. Attach your cover letter for this job title;
4. Attach your resume;
5. Attach your transcript; and
6. Attach your writing sample.

NOTE: To be considered for this position you must provide all the information listed above. If you fail to provide this information at the time you submit your application, your submission will be incomplete, and you will not be considered for an interview. Application materials will only be accepted by e-mail at jobs@igchicago.org. If there is more than one open position in which you are interested, you may apply for more than one title by submitting an individual e-mail for each title. Repeat instruction steps one through six with each e-mail.

WE VALUE DIVERSITY

The OIG is an equal opportunity employer.

OIG is an inclusive organization that hires and develops all its staff of all levels regardless of race, religion, color, ethnicity, national origin, ancestry, marital or parental status, sex, gender expression or identity, sexual orientation, physical or mental ability, age, veteran status, and all other characteristics protected by law.

OIG strives to create the kind of workplace where a socially diverse mix of people can thrive professionally. We pride ourselves in meeting our legal charge to promote economy, effectiveness, efficiency, and integrity in government. Through the hard work of our passionate and innovative team, OIG aims to serve every community with equity, respect, and dignity.

THE CITY OF CHICAGO IS AN EQUAL OPPORTUNITY AND MILITARY FRIENDLY EMPLOYER

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire. The City of Chicago does not participate in E-Verify (Employment Eligibility Verification System). In addition, employment at the Office of Inspector General is contingent upon a satisfactory criminal background check.