



City of Chicago
Lori Lightfoot, Mayor

Department of Housing
Marisa Novara, Commissioner

NOTICE OF JOB OPPORTUNITY

PUBLIC SERVICE INTERN – UNPAID

**Community Engagement, Racial Equity, and Strategic
Initiatives Division
TC 0407**

The Department of Housing is seeking students who want to acquire knowledge and valuable work experience in public sector/city government operations while assisting with various duties in the Office of Community Engagement, Racial Equity, and Strategic Initiatives. The Office of Community Engagement, Racial Equity, and Strategic Initiatives is responsible for guiding department-wide racial equity assessments and planning, leading community-led housing plans, and implementing strategic initiatives. As an intern, you will gain a unique insight into how government can develop processes to gain public feedback, and implement policy using a racial equity and climate resilient lens. The ideal student is highly motivated and dedicated to improving public service while obtaining “hands-on work experience in a fast-paced environment.

MINIMUM QUALIFICATIONS: Must be a current student in good academic standing, enrolled in an accredited college or university offering an associate, baccalaureate, or graduate degree program or an accredited professional degree program. Must have a minimum cumulative grade point average of 2.5 on a 4.0 grading scale or a 3.5 on a 5.0 grading scale.

NOTE: A cumulative GPA of 2.5 on a 4.0 grading scale or a 3.5 on a 5.0 grading scale must be maintained throughout the duration of internship/employment if hired.

PREFERENCE: Students who are majoring in Urban Planning, Public Policy, Public Administration, Business Administration, Sociology, Social Work, Real Estate, Finance, or other related fields are encouraged to apply.

NOTE: Intern will report primarily to the Deputy Managing Commissioner of the Office of Community Engagement, Racial Equity, and Strategic Initiatives, Sendy Soto, and may also be assigned duties by Office of Community Engagement, Racial Equity, and Strategic Initiatives staff.

RESIDENCY REQUIREMENT: Not required

SALARY: Unpaid – may be used to obtain academic credit.

These are temporary positions.

HOURS: 21hrs/wk minimum. Hours are flexible to meet the needs of the student and the department.

CLOSING DATE FOR APPLICATIONS: Open Until Further Notice

DUTIES: Assigned duties are specific to current operational needs. Perform various administrative functions to support program activities; compile stakeholder list, identify grant opportunities for community organizations, support housing outreach, support logistics of racial equity policy planning. Duties may also include drafting policy documents; use various software packages to type documents, create spreadsheets and maintain databases; provide general information, maintain records and prepare work activity reports; perform various office clerical functions; participate in the organization, set-up and administration of special events and program activities; and perform related duties as required.

INSTRUCTIONS: Interested applicants should forward Resume, current transcripts and current letter of enrollment verification from the school's registrar/dean confirming current enrollment and grade level to:

Angela Cannon Ellis
Director of Administration
Department of Housing
121 N. LaSalle Street, Room 1000 Chicago, IL 60602
Phone: (312) 744-9610
Fax: (312) 744-0557

E-Mail: angela.cannon@cityofchicago.org

NOTE: Only applicants who submit all the required documents will be considered.

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 OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER