



**City of Chicago**  
Lori Lightfoot, Mayor

**Department of Planning and Development**  
Maurice Cox, Commissioner

## NOTICE OF JOB OPPORTUNITY

---

### **PUBLIC SERVICE INTERN – UNPAID** **Small Business Advocacy Division** **TC 0407**

The Department of Planning & Development 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 Small Business Advocacy Division. The Small Business Advocacy division works with entrepreneurs, community stakeholders, and public and private sector partners to help small businesses through resources such as grants, loans, training programs and related initiatives. The division manages the Special Service Areas (SSA), Small Business Improvement Fund (SBIF), Local Industrial Retention Initiative (LIRI), and TIFWorks programs.

As a Small Business Advocacy intern, you will gain a unique insight into the workings of city government. 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 college level junior, senior or graduate 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. 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 Liberal Arts, Urban Planning, Public Policy, Public Administration, Business Administration, Real Estate and Finance are encouraged to apply.

**NOTE:** Intern will report primarily to the Assistant Commissioner of TIFWorks, Dawn

Fuentes, and may also be assigned duties by the Small Business Advocacy Division 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:**

- Perform various functions to support programs, projects and strategic initiatives
- Research and analyze information for projects and reports
- Assist in the development of policy initiatives
- Assist in grants and budget reviews
- Participate in the development of RFQs, surveys, focus groups and marketing objectives
- Assist in the analysis of data and budget proposals

**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:

**Amy Henry**  
**Director of Human Resources**  
**Department of Planning and Development**  
**121 N. LaSalle Street, Room 1000 Chicago, IL 60602**  
**Phone: (312) 744-6330**  
**Fax: (312) 744-0557**  
E-Mail: [amy.henry@cityofchicago.org](mailto:amy.henry@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 Employment Opportunity and Military Friendly Employer**

---