



City of Chicago
Rahm Emanuel, Mayor

Department of Planning and Development
David L. Reifman, Commissioner

NOTICE OF JOB OPPORTUNITY

VOLUNTEERS- Unpaid **Department of Planning and Development**

The Department of Planning and Development (DPD) is seeking to fill positions for volunteers.

The ideal candidate is highly motivated and is dedicated to improving public service while obtaining “hands-on” work experience in a fast-paced environment. He/she has good writing and communication skills and enjoys working independently and/or under supervision.

MINIMUM QUALIFICATIONS: Preferred volunteers are seeking / have obtained a degree in Urban Planning, Historic Preservation, History, Public History, Communications, Business Management, Finance, Public Administration, Architecture, Art History, Urban Affairs, Public Policy or Political Science or a related degree. Resume is required at the time of application.

NOTE: These are temporary positions.

RESIDENCY REQUIREMENT: City of Chicago residency is not required.

SALARY: UNPAID

APPLICATION PERIOD: Open until further notice

DUTIES: Responsibilities may include: Research, data entry, clerical duties (copying, scanning, document preparation, filing), assisting in review process, file management, property research, site visits, report filing, and scope of work analysis, meeting preparation, communication with internal City of Chicago personnel as well as outside parties. Draft, revise, edit, review documents as needed. Tracking activities. Study processes and make recommendations for improvement, Other duties directly related to position as

assigned.

HOURS: 21hrs/wk minimum

INSTRUCTION:

For consideration, submit resume and letter of interest postmarked 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) 744-0535
E-Mail: amy.henry@cityofchicago.org

If you are disabled and require 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, TTY: 312-744-5035. You will be required to provide information regarding your 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.