



**City of Chicago**  
Rahm Emanuel, Mayor

**Office of the City Clerk**  
Anna Valencia, City Clerk

## NOTICE OF JOB OPPORTUNITY

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### **External Affairs and Communications - VOLUNTEER INTERN – UNPAID TC 0407**

**DESCRIPTION:** The Office of the City Clerk seeks an intern who will assist with tasks like transcription and media monitoring, and in fewer instances, providing administrative task assistance. Intern will assist with planning and advancing events, site visits, scheduling request processing, and handling special projects as needed. Interns may also take on special projects according to their interests and the needs of the team. The Office of the City Clerk seeks a candidate with an interest in urban issues and with strong writing skills. Interns will learn about the operations of a top-tier municipal communications & press organization and should ideally be available to work part-time (at least 25 hours a week). Students will be able to use this opportunity for course credit if desired and approved.

**MINIMUM QUALIFICATIONS:** Must be a current college (Junior level or higher) or graduate student in good academic standing, enrolled in an accredited four year college or university offering a graduate degree program or an accredited law school. 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. Recent (within one calendar year) graduates of either a two or four year accredited college or university or graduate degree program or an accredited law school are also eligible to apply. Must have had 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.

**NOTE:** Students with a minimum GPA of 3.0 on a 4.0 scale will be given preference. Candidates should be able to work in a fast-paced environment.

**PREFERENCE:** Students with a minimum GPA of 3.0 on a 4.0 scale will be given preference. Candidates should be able to work in a fast-paced environment.

**RESIDENCY REQUIREMENT:** Not required

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

**These are temporary positions.**

**HOURS:** 14 to 21 hrs/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, tabulate and analyze statistical data; research and collect information for inclusion in studies and reports; research and draft 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.

**INSTRUCTION:** ALL MATERIALS ARE REQUIRED AT THE TIME OF APPLICATION AND MUST BE SUBMITTED TOGETHER AS A PACKET.

1. Cover Letter (noting "Office of the City Clerk, External Affairs and Communications Intern")
2. Official/Unofficial Transcript that proves successful graduation
3. Resume
4. Writing Sample

Kathryn O'Connell  
Office of the City Clerk  
City Hall, 121 North LaSalle Street, Room 107  
Chicago, IL 60602

OR [clerksofficeinternships@cityofchicago.org](mailto:clerksofficeinternships@cityofchicago.org)

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

If you are a person with disability and require a reasonable accommodation 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). You may be required to provide information to support 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**

