



**City of Chicago
Rahm Emanuel, Mayor
OFFICE OF THE MAYOR**

NOTICE OF JOB OPPORTUNITY

PUBLIC SERVICE INTERN – Mayor's Office International Relations and Protocol Internship UNPAID TC#0407

DESCRIPTION: Intern will assist the Mayor's Office of International Relations and Protocol staff by working closely with various city agencies to coordinate international delegations' visits, drafting international correspondence, aiding with production of events, conducting an array of international research and various administrative support. The Mayor's Office seeks a candidate who is highly organized, possesses strong writing, research and communication skills and an interest in current international events. Language skills are a plus, especially Mandarin or Cantonese. Interns must also be very reliable, independently motivated, flexible and eager to learn. Interns should ideally be available to work part-time (at least 14 to 21 hours a week).

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 3.0 on a 4.0 grading scale or a 4.0 on a 5.0 grading scale.

NOTE: All projects assigned are confidential with time-sensitive deadlines.

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

1. Cover Letter (noting "Mayor's Office Administrative and Front Desk Internship")
2. Official/Unofficial Transcript
3. Enrollment Verification from school currently attending
4. Resume
5. Writing Sample

SALARY: This is an UNPAID internship. These are temporary positions

CLOSING DATE: This position is open and accepting applications until further notice.

INSTRUCTIONS: Interested candidates should send as a packet the following: Cover Letter (noting "Mayor's Office, International Relations and Protocol Internship"), Official/Unofficial Transcript and Enrollment Verification from school currently attending or the National Student Clearinghouse, Resume and Writing Sample to:

Margaret Gach
Office of the Mayor, City Hall
121 N LaSalle Street, Rm 406
Chicago, IL 60602
Fax: 312/744-2727

OR

Email to: mayorsofficeinternships@cityofchicago.org

The City of Chicago is an Equal Opportunity Employer

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.

Students who are Deferred Action Recipients are eligible to apply for volunteer and internship opportunities. You must provide your Employment Authorization Document at the time of hire. In addition, if you are selected for a paid internship, you must also have a social security card. If you do not have a social security card, you can obtain one by following the instructions on this link: <http://www.socialsecurity.gov/pubs/deferredaction.pdf>

ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ANY AND ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.