VOLUNTEER INTERN - Mayor's Office, Press and Communications Office/PHOTOGRAPHY INTERN -UNPAID

DESCRIPTION: The Office of the Mayor seeks a candidate with an interest in urban issues and local government, with strong photo editing and social media skills, who is organized and efficient. Proficiency with Lightroom, Photoshop and Adobe Bridge are required. Interns will also learn about the operations of a top-tier communications and press organization and should ideally be available to work part-time with flexible hours.

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. CANDIDATES MUST BE CURRENTLY ENROLLED STUDENT TO APPLY.

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.

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

NOTE: The following items are required at the time of application and MUST be submitted together as a packet:

- Cover Letter (noting "Mayor's Office of Press and Communications PHOTOGRAPHY Internship")
- Official or Unofficial Transcript
- Enrollment Verification from school currently attending
- Resume
- Website and/or link to Portfolio of work

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 of Press and Communications PHOTOGRAPHY Internship")
- Official or Unofficial Transcript
- Enrollment Verification from school currently attending
- Resume
- Website and/or link to Portfolio of work 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.