



CITY OF CHICAGO

Lori Lightfoot, Mayor

DEPARTMENT OF PUBLIC HEALTH

Allison Arwady, Commissioner

NOTICE OF JOB OPPORTUNITY

PUBLIC SERVICE INTERN – UNPAID

Violence Prevention

DESCRIPTION: The Chicago Department of Public Health (CDPH) promotes and improves health by engaging residents, communities, and partners in establishing and implementing policies and services that prioritize residents and communities with the greatest need. At CDPH, diversity is one of our core values and individuals from diverse racial and ethnic backgrounds as well as those of all sexual orientations and gender identities are encouraged to apply. We have a long track record of preparing interns to move into successful careers in public service. The CDPH Office of Violence Prevention (OVP) was established in 1994 following the Surgeon General's declaration that violence was a public health epidemic. OVP supports a range of initiatives that impact violence and community safety across the lifespan. As a non-clinical placement, our interns are assigned projects that reflect the priorities of the office and allow interns to advance their skills and knowledge while also contributing to OVP programming.

Eligible applicants must:

- Be a registered student in a graduate program (or equivalent), placement must fulfill an academic requirement and/or receive academic credit,
- Be available at least 2 business days (14 hours) or more, per week, for 2 academic semesters (or more), and
- Demonstrate a pattern of interest in violence prevention and/or related health concerns.

This internship may be remote or in-person, thus the candidate should also...

- be available for "in-office work" or "in the community", if required, and
- when working offsite, ensure access to reliable internet service, dedicated computer with audio and video accessibility and common software (i.e., Word, Excel, PowerPoint) to allow seamless attention to projects, and
- when working offsite, ensure access to a remote workspace that supports frequent and private participation in online meetings, webinars, research, and/or training.

DUTIES: While the specific project will be customized to align with our current priorities and program needs, the following are typical projects.

- Conduct research to enhance/update training, inform strategic planning, and/or strengthen and shape public awareness materials for various audiences and uses,
- Design and conduct an evaluation and or conduct community engagement activities,
- Develop and deliver training on selected prevention or intervention issues,

- Provide logistical and administrative support in various meetings related to the work of the office and our strategic concerns,
- Assist with data collection, entry, and analysis; and report writing,

MINIMUM QUALIFICATIONS: Must be graduate level student in good academic standing, enrolled in an accredited academic institution offering degrees that are recognized by the State of Illinois and related professions, with a minimum cumulative grade point average of 2.5/4.0 or 3.5/5.0 scales.

RESIDENCY REQUIREMENT: City of Chicago residency is not required. Applicant must be able to self-travel (public transit included) to Chicago communities, as needed, for project related assignments. We prioritize applicants who reside in/near Chicago or be enrolled in a local academic institution.

SALARY: UNPAID – should be used to obtain academic credit.

CLOSING DATE: Open until further notice

INSTRUCTIONS: Interested candidates MUST **email** a cover letter and resume to the following:

Subject Line: Violence Prevention Internship

Email: Marlita White, MSW, LCSW. Director, Office of Violence Prevention
(Marlita.White@cityofchicago.org)

For Medical Students and Physicians

Subject Line: Violence/Substance Use/Mental Health Residency/Rotation

Email: Wilnise Jasmin MD, MBA, MPH. Medical Director of Behavioral Health
(Wilnise.Jasmin@cityofchicago.org)

NOTE: Sending a cover letter and resume is the first step in the interview process. Your cover letter should reference your academic institution, degree program, desired start and end dates, the minimum number of hours to be earned per week (excluding lunch breaks).

If the position is still available and the applicant meets the application criterion, we will schedule an official interview and ask for the following: official/unofficial transcript, original letter of enrollment verification, resume, and a writing sample.

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 disabilityaccomodations@cityofchicago.org. 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