



City of Chicago  
Lori Lightfoot, Mayor

Office of Emergency Management and Communications  
Richard Guidice, Executive Director

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## NOTICE OF JOB OPPORTUNITY

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### **VOLUNTEER INTERN – UNPAID** **Office of Emergency Management and Communications** **TC 0407**

The Office of Emergency Management and Communications (OEMC) is seeking students who want to acquire knowledge and valuable work experience in public sector/city government operations while assisting with various duties in the Communications Division. Intern will assist with tasks such as media monitoring, handling special projects as needed, and providing administrative assistance. As an intern, you will gain a greater understanding of communications planning, media relations and community outreach activities while obtaining hands-on experience in a face-paced environment. The ideal student is highly motivated, possesses strong writing skills and excels in a team atmosphere.

**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.

**NOTE:** A cumulative GPA of 2.5 on a 4.0 grading scale or a 3.5 on a 5.0 grading scale must be maintained throughout the duration of internship/employment if hired.

**PREFERENCE:** Students who are majoring in Communications, Marketing, Public Relations, Urban Planning, Public Policy, Public Administration and Business Administration are encouraged to apply.

**NOTE:** All projects assigned are confidential with time-sensitive deadlines. Position will report to the Director of Communications.

**RESIDENCY REQUIREMENT:** Not required

**SALARY:** Unpaid – may be used to obtain academic credit. These are temporary positions.

**HOURS:** 21hrs/wk minimum. Hours are flexible to meet the needs of the student and the department.

**CLOSING DATE FOR APPLICATIONS:** Open Until Further Notice

**INSTRUCTIONS:** Interested applicants should submit the following documents at the time of application as a complete packet:

1. Cover Letter (noting OEMC Communications Internship)
2. Resume
3. Official/unofficial transcript
4. Enrollment verification from school currently attending
5. Writing Sample

Packets should be sent to:

Dana Dedina

Director of Personnel

Office of Emergency Management and Communications

1411 W. Madison St., Chicago, IL 60607

Phone: (312) 746-9267

Fax: (312) 746-9552

E-Mail: [dana.dedina@cityofchicago.org](mailto:dana.dedina@cityofchicago.org)

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

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 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.**

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