



CITY OF CHICAGO

Lori Lightfoot, Mayor

DEPARTMENT OF PUBLIC HEALTH

Allison Arwady, Acting 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. Individuals from diverse racial and ethnic backgrounds as well as those of all sexual orientations and gender identities are encouraged to apply. Our office has a long track record of preparing interns to move into successful careers and immediately contribute in their subsequent work.

The Chicago Department of Public Health (CDPH) established the Office of Violence Prevention in 1994 following the Surgeon General's declaration that violence was a public health epidemic. CDPH's Office of Violence Prevention and Behavioral Health (OVPBH) – which supports a range of initiatives that impact violence and behavioral health (mental health and wellness) – is receiving applications (primarily) from graduate students seeking academic credit. We prefer candidates who will serve 2 – 3 days per week (at the minimum). Candidates who can demonstrate a pattern of interest in violence prevention and/or mental health concerns also preferred.

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

- Effectively conduct research to enhance/update training, inform strategic planning, and strengthen and shape public awareness materials for various audiences and uses
- Manage time-sensitive projects that may include evaluation, program design, and/or community engagement responsibilities
- 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
- Provide support to committees and projects (primarily) onsite but also in the community
- Receive routine and consistent individual/team supervision and professional development

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.

RESIDENCY REQUIREMENT: City of Chicago residency is not required. Applicant must be able to self-travel (public transit included) to Chicago communities, as needed.

SALARY: UNPAID - may 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:

Regarding a **Violence Prevention Internship**

Email: Marlita White, MSW, LCSW. Director, Office of Violence Prevention and Behavioral Health
(Marlita.White@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 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