

CITY OF CHICAGO

Lori Lightfoot, Mayor

DEPARTMENT OF PUBLIC HEALTH

Allison Arwady, Commissioner

NOTICE OF JOB OPPORTUNITY
PUBLIC SERVICE INTERN – UNPAID
COVID BUREAU

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. CDPH's COVID Bureau is seeking volunteers with an interest in supporting the City of Chicago's COVID Bureau.

DUTIES: Under direction of a unit supervisor, the volunteer will assist with tasks like developing and implementing communication and public information materials, creating content for outreach initiatives and CDPH programs, handling special projects as needed and providing administrative assistance. Interns may also take on special projects according to their interests and the needs of the team. The Department of Public Health seeks a candidate with an interest in communications and with strong writing skills. Interns will learn about the operations of a top-tier communications & press organization and should ideally be available to work part-time.

NOTE: Cover letter, official/unofficial transcript, original letter of enrollment verification and resume [and writing sample] will be required at time of application.

MINIMUM QUALIFICATIONS: Must be a college junior, senior or graduate level student in good academic standing, enrolled in an accredited four year college or university offering a baccalaureate or graduate degree program, 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.

SALARY: UNPAID - may be used to obtain academic credit.

CLOSING DATE: November 20th, 2020

Instructions: For consideration, interested candidates **MUST EMAIL**, as a packet, the following: cover letter and resume and writing sample to Thembi Ndebele, Student Volunteer of the COVID Bureau at sithembinkosi.ndebele@cityofchicago.org, with **COVID Bureau Volunteer Application** in the subject line.

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.

Students who are Deferred Action Recipients are encouraged 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/deferred_action.pdf.

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 OPPORTUNITY/AFFIRMATIVE ACTION
EMPLOYER

