

**CITY OF CHICAGO**

**Lori Lightfoot, Mayor**

**DEPARTMENT OF PUBLIC HEALTH**

**Allison Arwady, Commissioner**

**NOTICE OF JOB OPPORTUNITY**  
**VOLUNTEER – 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:** Writing sample will be optional at time of application and contingent on project need.

**RESIDENCY REQUIREMENT:** City of Chicago residency is not required.

**SALARY:** UNPAID

**CLOSING DATE:** November 20<sup>th</sup>, 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](mailto: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](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