



City of Chicago
Rahm Emanuel, Mayor

Office of the City Clerk
Anna Valencia, City Clerk

NOTICE OF JOB OPPORTUNITY

External Affairs and Communications – VOLUNTEER DIGITAL INTERN – UNPAID TC 0407

DESCRIPTION: The Office of the City Clerk seeks an intern who will assist with tasks like content management and social media monitoring, and in fewer instances, providing administrative task assistance. Intern will assist with drafting content for social media channels, responding to and cataloging constituent messages, maintaining the social media calendar, assessing trends and activity on social media channels, creating weekly reports of social media performance, maintaining newsletters, organizing and archiving digital content, conducting case studies, and attending events on an as needed basis. Interns may also take on special projects according to their interests and the needs of the team. The Office of the City Clerk seeks a candidate with an interest in urban issues, proficiency in Microsoft Office Suite and Adobe Suite with strong writing and digital skills. Interns will learn about the operations of a top-tier municipal communications & press organization and should ideally be available to work part-time (at least 15 hours a week). Students will be able to use this opportunity for course credit if desired and approved.

MINIMUM QUALIFICATIONS: Must be a current college (Junior level or higher) or graduate student in good academic standing, enrolled in an accredited four year college or university offering a graduate degree program or an accredited law school. Must have a minimum cumulative grade point average of 3.0 on a 4.0 grading scale or a 4.0 on a 5.0 grading scale. Recent (within one calendar year) graduates of either a two or four year accredited college or university or graduate degree program or an accredited law school are also eligible to apply. Must have had a minimum cumulative grade point average of 3.0 on a 4.0 grading scale or a 4.0 on a 5.0 grading scale. Must be pursuing a degree in Marketing, Journalism, Communications or related field.

NOTE: Students with a minimum GPA of 3.0 on a 4.0 scale will be given preference. Candidates should be able to work in a fast-paced environment.

PREFERENCE: Students with a minimum GPA of 3.0 on a 4.0 scale will be given preference. Candidates should be able to work in a fast-paced environment.

RESIDENCY REQUIREMENT: Not required

SALARY: Unpaid – may be used to obtain academic credit.

HOURS: 15 hrs/wk minimum. Hours are flexible to meet the needs of the student and the department.

CLOSING DATE FOR APPLICATIONS: Open Until Further Notice

DUTIES: Assigned duties are specific to current operational needs. Perform various administrative functions to support program activities; research and collect information for inclusion in studies and reports; use various digital platforms to monitor social media performance, create spreadsheets and maintain databases; organize and archive digital content, maintain marketing automation platform,

provide general information, maintain records and prepare work activity reports; perform various office clerical functions; participate in the organization, basic photo and video editing, set-up and administration of special events and program activities; and perform related duties as required.

INSTRUCTION: ALL MATERIALS ARE REQUIRED AT THE TIME OF APPLICATION AND MUST BE SUBMITTED TOGETHER AS A PACKET.

1. Cover Letter (noting “Office of the City Clerk, External Affairs and Communications Intern”)
2. Official/Unofficial Transcript that proves successful graduation
3. Resume
4. Writing Sample

Kathryn O’Connell
Office of the City Clerk
City Hall, 121 North LaSalle Street, Room 107
Chicago, IL 60602

OR clerksofficeinternships@cityofchicago.org

NOTE: Only applicants who submit all the required documents will be considered.

NOTE: These are temporary positions.

If you are a person with disability and require a reasonable accommodation 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). You may be required to provide information to support 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 OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER