



City of Chicago
Lori E. Lightfoot, Mayor

NOTICE OF JOB OPPORTUNITY

PUBLIC SERVICE INTERN –Unpaid Policy and Advocacy

TC: 0407

DEPARTMENT OF FAMILY AND SUPPORT SERVICES

Lisa Morrison Butler, Commissioner

DESCRIPTION: Intern will Compile and analyze quantitative and qualitative data and incorporate findings into reports; Research policy best practices and implications in other state and local governments; Identify, track, analyze, and summarize policy proposals, regulations and legislation; Attend internal meetings; and represent the department through official communications and meetings with external entities.

MINIMUM QUALIFICATIONS Must be a current college level senior or graduate/law school student enrolled in an accredited four-year college or university offering a baccalaureate or graduate degree program or an accredited law school, with a minimum grade point average of 2.5 on a 4.0 grading scale or a 3.5 on a 5.0 grading scale.

Preference: Students currently enrolled in a master's program in Policy, Government, Public Administration or related field; with related coursework, job, or volunteer experience preferred.

NOTE: Cover Letter, Resume, Current Transcript and current enrollment verification letter from school currently attending are required at the time of application.

RESIDENCY REQUIREMENT: City of Chicago residency is not required.
These are temporary positions.

SALARY: Unpaid - May be used to satisfy academic credit requirements.

CLOSING DATE: This position is open and accepting applications until further notice.

INSTRUCTION: Interested candidates should send: cover letter, resume, official transcript and enrollment verification letter from school currently attending to:

Monica Rafac Deputy
Commissioner/Human Resources
Department of Family and Support Services,
1615 W. Chicago Avenue, 5th Floor, Chicago, IL, 60622
Phone # 312-746-7381
or
monica.rafac@cityofchicago.org

Complete application materials are required to complete the application process.

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.

Students who are Deferred Action Recipients are eligible 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/deferredaction.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 employment opportunity and military friendly employer