

CHICAGO MAYOR'S OFFICE FELLOWSHIP

SUMMER 2023



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LETTER FROM THE MAYOR



Dear Prospective Fellows:

Working in local government can be an immense challenge, requiring dedication and hard work from talented individuals and leaders, but it can also yield meaningful rewards.

This is a new era in Chicago, and it is time to take on the challenges we face every day in the city; the quality of our schools, the safety of our streets, and equal opportunity for every resident. We are not the first city government to face these issues, but I am confident that we can become the first to solve them. As a Mayoral Fellow, you will be instrumental in helping us find the solutions to the city's most pressing issues while working in one of the world's greatest cities with some of the best minds in local government.

Chicago is committed to attracting gifted students and leaders, and fostering a promising career in public service. Some of our country's most exceptional students and professionals have been Mayoral Fellows, and we hope that you will consider joining us this summer.

Sincerely,

A handwritten signature in black ink that reads "Lori E. Lightfoot". The signature is fluid and cursive, with the first name "Lori" being more prominent.

Mayor



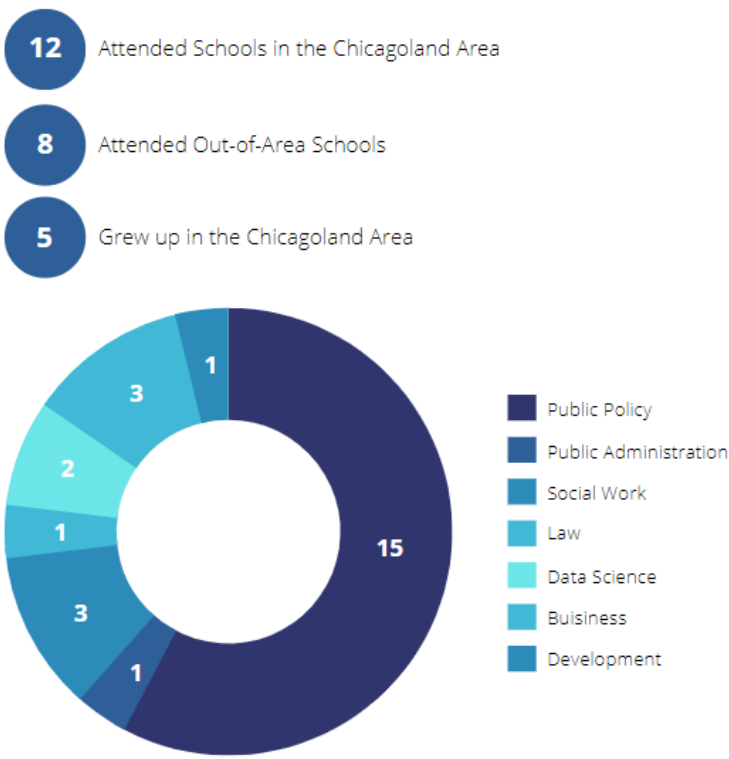
WHY BE A FELLOW? ○

A summer at the Chicago Mayor's Office is the premier way for graduate-level students to engage with public service. Fellows from all academic disciplines are welcomed to work directly with Mayoral senior staff to develop, to initiate, and to lead programs for the benefit of all Chicagoans. We are looking to build a diverse cohort of students dedicated to public service to help us develop solutions for some of Chicago's most pressing needs. Fellows will receive unprecedented ability to network with like-minded public servants and to affect positive change in Chicago.



The Chicago Mayor's Office Fellowship Program offers a unique opportunity for students to engage in policy making from inception to implementation. The Fellowship Program is highly-regarded as a leader in municipal fellowship programs. Over the last 20 years, the City of Chicago's Mayor's Office Fellowship Program has attracted highly qualified graduate level students from universities across the country. Fellows gain hands-on experience working directly with the Mayor's Office staff in budgetary, legislative and programmatic areas of city government. Fellows gain a broad understanding of city-level policy making and have an opportunity to connect what they are learning in the classroom to real world challenges.

The 20 members of the 2022 Mayor's Office Fellowship came from a diverse academic and geographic backgrounds.



*Dual Degree students have been double counted



PROJECTS

Together, the 2022 Mayor's Office Fellows completed more than 60 projects during the 11-week program. Typically, Fellows work on 4-6 projects, which are a mix of short-term and long-term projects throughout the summer. These projects are instrumental in driving the City's policy agenda forward.

The 2022 Fellows worked on projects in the following areas:

- ★ Supporting Community Development Grants for small businesses
- ★ Investigating charging stations for electric vehicles
- ★ Proposing improvements to the Department of Streets and Sanitation's snow removal process
- ★ Conduct policy research for the Equitable Transit-Oriented Development plan
- ★ Creating Equity Action Plans for City Departments
- ★ Organizing Know Your Rights trainings for youth
- ★ Researching sustainable practices for Chicago's film industry
- ★ Improving youth homeless shelter operations

LEARNING ABOUT THE CITY OF CHICAGO

- ★ Fellows will gain an understanding of the work and mission of other City Departments through weekly tours and presentations
- ★ Interact with and attend weekly meetings with Commissioners, Aldermen, experts in a variety of policy areas as well as senior-level staff
- ★ Attend press conferences, City Council meetings and hearings, staff meetings and strategic planning sessions

(DAY IN THE LIFE) ○

Sample Fellow Schedule:

While the daily schedule of each Mayoral Fellow varies day-to-day, below is an example of a day during the 2022 fellowship experience.

9:00 am: Arrive at City Hall and ready to work. Answer emails and start work for the day.

10 am: Meet with project manager over Teams to discuss weekly responsibilities for Invest South/West project.

11 am: Mayoral Fellows Speaker Series with City Clerk Anna M. Valencia.

12 pm: Lunch with other fellows at Daley Plaza. Check out a cultural performance or flag raising.

1 pm: Desk time to work on projects.

2:30 pm: Attend a community engagement meeting on Zoom.

3 pm: Research a policy proposal for the New Ideas book.

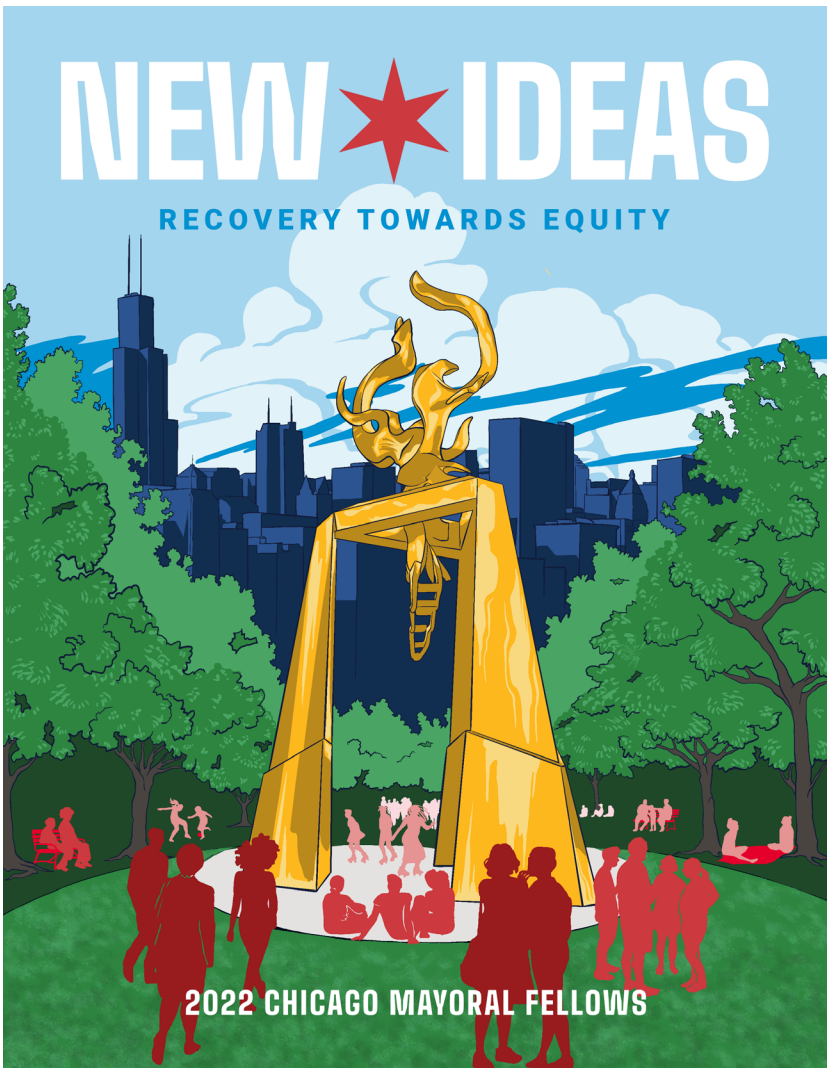
4 pm: Answer emails and manage projects on Teams.

5:00 pm: Head over to Millennium Park for a picnic in the park with Fellows.



NEW IDEAS

Through the New Ideas process, Fellows have the opportunity to focus on developing innovative policy solutions in policy areas they are most passionate about. Fellows work individually and in small groups to develop their New Ideas. As a team to design, edit, and produce the New Ideas book that is shared with the Mayor's Office staff and online. Towards the end of the fellowship in August, a small number of New Ideas are selected for the presentation before the entire Mayor's Office Staff.



ELIGIBILITY CRITERIA

The Mayor's Office encourages graduate students from all disciplines to apply.

Ideal Candidates:

- ★ Are enthusiastic to learn about city government
- ★ Have demonstrated a substantial commitment to excellence as evidenced by academic honors, leadership ability, extracurricular activities, and involvement in community or public service
- ★ Embody strong personal character and conviction

Candidates are selected from both public and private colleges and universities.

Candidates must:

- ★ Be current graduate level students
- ★ Have a cumulative GPA of at least a 3.0 on a 4.0 scale
- ★ Be a currently enrolled student at the time of employment to be eligible
- ★ Live in Chicago during the fellowship period

Program dates: June 12 - August 25, 2023

Compensation: \$20/hour, 35 hours/week. Fellows are not classified as full-time employees. Relocation is at the applicant's expense.



ELIGIBILITY CRITERIA CONTINUED

International Students must have an F1 Student Visa and must be a full time student in order to qualify. International students are required to have a social security number and card which states “Valid for work only with DHS (Department of Homeland Security) authorization”. Your college or university can be of assistance in obtaining authorization. You must have your social security card / number before you can start the program.

Students who are Deferred Action Recipients are eligible to apply. You must provide your Employment Authorization Document at the time of hire. In addition, 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 at: www.socialsecurity.gov/pubs/deferred_action.pdf.

Fellows are not classified as full-time employees of the City of Chicago. Residency in the city of Chicago is required to be established at the beginning of the Fellowship and last for the duration of the Fellowship Program. Relocation is at the applicant's expense. Fellows are paid at a rate of \$20 per hour.



SELECTION PROCESS ○

Prospective Fellows must complete a two-step application process in order to be considered for the 2023 Mayor's Office Summer Fellowship Program.

★ Monday, September 9, 2022

Online application opens for Summer 2022. Application can be started at cityofchicago.org/fellowship (Applicants should be prepared to provide a cover letter, resume, letter of enrollment, transcript or letter of acceptance and a class schedule.)

★ Monday, November 7, 2022

Online application will close at 11:59:59 p.m. Applications will be screened for eligibility and qualifications. Applicants who have been selected for interviews will move on to the second step of the process.

★ Friday, December 2, 2022

Second round applicants will be required to submit a policy problem and a personal statement directly to the Mayor's Office. These documents are due to be postmarked no later than close of business on this date. Please visit cityofchicago.org/fellowship for further details on submitting supplemental documents.

★ Wednesday, December 7, 2022

Phone and in-person interviews begin. A final selection of Fellows will be made based on the results of the interview process.

★ February and March 2023

Offers extended to the 2022 Mayor's Office Fellowship Program.



To begin the application process, please visit

cityofchicago.org/fellowship

For further information, please contact

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