City of Chicago
Rahm Emanuel, Mayor

OFFICE OF THE MAYOR

NOTICE OF JOB OPPORTUNITY

VOLUNTEER INTERN – Mayor's Office of Press and Communications– UNPAID

DESCRIPTION: **Intern will assist with tasks like transcription and media monitoring, 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 Mayor's Office seeks a candidate with an interest in urban issues 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 (at least 25 hours a week).**

MINIMUM QUALIFICATIONS: **Must be a current college or city college student in good academic standing, enrolled in an accredited two or four year college or university. Must have a minimum cumulative grade point average of 2.5 on a 4.0 grading scale or a 3.5 on a 5.0 grading scale.**

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.**

NOTE: **All projects assigned are confidential with time-sensitive deadlines.**

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

1. **Cover Letter (noting "Mayor's Office of Press and Communications Internship")**
2. **Official/Unofficial Transcript**
3. **Enrollment Verification from school currently attending**
4. **Resume**
5. **Writing Sample**

These are temporary positions.

SALARY: **This is an UNPAID internship.**

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

INSTRUCTION: **Interested candidates should send as a packet the following: Cover Letter (noting "Mayor's Office of Press and Communications Volunteer Internship"), Official/Unofficial Transcript and Enrollment Verification from school currently attending, Resume and Writing Sample to:**

Kathryn O'Connell
Office of the Mayor
City Hall
121 North LaSalle Street
Room 406
Chicago, IL 60602

OR

mayorsofficeinternships@cityofchicago.org

The City of Chicago is an Equal Opportunity Employer.

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.

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/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 EMPLOYER