City of Chicago
Rahm Emanuel , Mayor

MAYOR'S OFFICE FOR PEOPLE WITH DISABILITIES
Karen Tamley, Commissioner

NOTICE OF JOB OPPORTUNITY

VOLUNTEER

Mayor's Office for People with Disabilities – Finance & Administration

The Mayor's Office for People with Disabilities is seeking self-motivated volunteers who are eager to obtain experience related to the post planning of MOPD's premiere event, AccessChicago. This event takes place every other year in July at Navy Pier. With this volunteer position one of the main responsibilities will be the data entry of registration forms obtained from participants who attended the event this past July. Volunteers will also perform other light administrative duties such as, compile, organize and enter data collected at AccessChicago, developing or updating mailing lists, developing and maintaining tracking documents, prepare reports, maintain database, draft memoranda's and in general, assist with varied projects.

MINIMUM QUALIFICATIONS: A resume is required at the time of application. Volunteers must be a high school senior or older.

RESIDENCY REQUIREMENT: City of Chicago residency is not required.

***************These are temporary UNPAID positions**********************

NOTE: **Selected Candidates will be required to be fingerprinted before placement.**

APPLICATION OPEN/CLOSING DATES: September 8, 2014 - September 19, 2014

DUTIES: Volunteers are assigned to the Finance & Administrative Unit. Assignments are made with the goal of allowing the volunteer to gain knowledge and experience with the Mayor's Office for People with Disabilities. Volunteers may perform a wide variety of duties, including but not limited to the following: compile, organize and enter data collected at AccessChicago, developing or updating mailing lists, outreach, developing and maintaining tracking documents, prepare reports, maintain database and in general assist with varied projects. Other possible tasks may include conducting research, telephone solicitation and drafting memoranda's.

DESIRED SKILLS:

- Experienced using computer software such as: Microsoft Word & Excel.
- Shows attention to detail
- Is proactive in solving problems
- Must be reliable and organized
- Interested in helping individuals with disabilities of all types
- Good verbal and nonverbal communication skills
- Active listening skills
- Strong people skills

NOTE: Volunteers should be able to work common office equipment.

INSTRUCTION: Interested candidates should forward a resume, proof of high school experience; we will accept a photo copy of the student identification card or a copy of diploma and a cover letter indicating the area of interest to **MOPD_HR@cityofchicago.org**

Any questions should be directed to **MOPD_HR@cityofchicago.org**

Only complete applications with all the required documentation will be considered.

If you are a person with a 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. 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