



****Unpaid - Volunteer Internship Opportunity: City Treasurer's Office****

As a volunteer intern in the City Treasurer's Office, you will be vital in promoting and supporting initiatives to enhance our city's development.

Teams within the Treasurer's Office that you may work with:

- Financial Empowerment and Education
 - Marketing and Communications
 - Partnership
 - Community Engagement
- Intergovernmental Affairs
- Investments

****Responsibilities:****

- Support the CTO teams in outreach efforts to promote CTO initiatives.
- Attend council and committee meetings to assist in tracking legislation relevant to our initiatives.
- Take comprehensive meeting minutes and prepare briefing memos for staff.
- Attend events as needed to represent the organization and provide support.
- Assist in sourcing resources and programs beneficial to small business owners.
- Contribute to community activities such as parade planning and outreach.
- Collaborate with our social media manager on posting and capturing events.
- Offer creative input on potential programming aligned with our demographic.
- Assist project and development managers with administrative tasks.

****Duration: Summer 2024****

- Minimum 20 hours per week, maximum 35 hours per week for no more than 12 weeks.

If you're passionate about making a difference in our community and eager to gain hands-on experience in community outreach and administration, we encourage you to apply. Join us in shaping the future of our city & helping put financial education & empowerment first for all Chicago residents!

****Application process****: Interested students should complete the [application](#), along with sending in your resume and a cover letter, Please be sure to include your field of study and how this internship will have an impact on your field of study.

Additional questions can be directed to ctointernship@cityofchicago.org

DEADLINE: April 17th, 2024.

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 encouraged to apply for volunteer and internship opportunities. You must provide your Employment Authorization Document at the time of hire.

ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ANY AND ALL APPLICATION MATERIALS
