



CITY OF CHICAGO
Rahm Emanuel, Mayor

DEPARTMENT OF PUBLIC HEALTH
Julie Morita, Commissioner

NOTICE OF JOB OPPORTUNITY

VOLUNTEER – UNPAID

Division of Environmental Health

DESCRIPTION: The Chicago Department of Public Health (CDPH) promotes and improves health by engaging residents, communities and partners in establishing and implementing policies and services that prioritize residents and communities with the greatest need. At CDPH, diversity is one of our core values. Individuals from diverse racial and ethnic backgrounds as well as those of all sexual orientations and gender identities are encouraged to apply.

CDPH's Division of Environmental Health is seeking volunteers with an interest in environmental science or health. Opportunities are available to work directly with the Division's Medical Director or within one or more of the following programs: Vector Control, Lead Poisoning Prevention and Healthy Homes, Food Protection or Environmental Permitting and Inspections.

DUTIES: Specific duties will be dependent on the current needs of the Division. Potential duties may include: providing administrative support (e.g., filing or scanning documents), conducting literature reviews or other research-related efforts, providing support to outreach or engagement activities (e.g., health fairs), compiling and analyzing data, preparing reports, and attending meetings. Opportunities may also be available to accompany field staff.

MINIMUM QUALIFICATIONS: Must be a current college student in good academic standing, enrolled in an accredited two or four year-college or university offering a baccalaureate or graduate degree program, with a minimum cumulative grade point average of 2.0 on a 4.0 scale or a 2.5 on a 5.0 grading.

NOTE: A writing sample will be required at time of application.

RESIDENCY REQUIREMENT: City of Chicago residency is not required.

SALARY: UNPAID

CLOSING DATE: Open until further notice.

INSTRUCTIONS: For consideration, interested candidates MUST EMAIL, as a packet, the following: cover letter, resume and a brief (no more than two paragraphs) writing sample describing your background and interest in environmental science or health and what you hope to gain from your volunteer experience to: Cortland Lohff, Medical Director of Environmental health, at Cortland.Lohff@CityofChicago.org with “Environmental Volunteer” in the subject line.

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 request.

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