



CITY OF CHICAGO
Rahm Emanuel, Mayor

DEPARTMENT OF PUBLIC HEALTH
Julie Morita, Commissioner

NOTICE OF JOB OPPORTUNITY

PUBLIC SERVICE INTERN – UNPAID

Violence Prevention and Substance Use

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.

The Chicago Department of Public Health (CDPH) established the Office of Violence Prevention in 1994 following the Surgeon General's declaration that violence was a public health epidemic. The Office expanded in 2015 to include Substance Use programs and is now, the Office of Violence Prevention and Behavioral Health (OVPBH). This office works to prevent the occurrence of violence and the misuse of substances across the lifespan and to reduce its negative impact when it does occur.

CDPH's Office of Violence Prevention and Behavioral Health (OVPBH) is open for applications from undergraduate and graduate students for Spring, Summer, and Fall academic terms. We are actively seeking students with demonstrated interest in violence prevention, substance use, and/or mental health support concerns.

DUTIES: While the specific project will impact on the specific duties, here are some traditional roles and responsibilities for interns.

- Apply internet and other research skills to enhance/update training, strategic planning, and public awareness materials for various audiences and uses
- Manage projects that may include evaluation, program design, and/or community engagement responsibilities
- Develop and deliver training on selected prevention or intervention issues
- Engage in various meetings about the work of the office and the status of our strategic concerns
- Assist with data collection, data analysis and report writing
- Provide support to committees and projects both onsite and in the community
- Receive routine and consistent individual/team supervision and professional development

NOTE: Cover letter, official/unofficial transcript, original letter of enrollment verification and resume, and a writing sample will be required at time of application.

MINIMUM QUALIFICATIONS: Must be a college senior or graduate level student in good academic standing, enrolled in an accredited four year college or university offering a baccalaureate or graduate degree program (or higher degree), with a minimum cumulative grade point average of 2.5/4.0 or 3.5/5.0.

RESIDENCY REQUIREMENT: City of Chicago residency is not required. Applicant must be able to self-travel (public transit included) to Chicago communities, as needed.

SALARY: UNPAID - may be used to obtain academic credit.

CLOSING DATE: Open until further notice

INSTRUCTIONS: For consideration, interested candidates MUST EMAIL, as a single PDF packet, the following: cover letter with the contact information for the faculty liaison, official/unofficial transcript, original letter of enrollment verification, and resume and a writing sample to Marlita White, OVPBH Director, at marlita.white@cityofchicago.org, with **Internship Application** 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