



**CITY OF CHICAGO**

**Rahm Emanuel, Mayor**

**DEPARTMENT OF INNOVATION AND TECHNOLOGY**

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## **NOTICE OF JOB OPPORTUNITY**

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### **VOLUNTEER INTERN – UNPAID**

### **Communications**

**DESCRIPTION:** The Department of Innovation & Technology (DoIT) seeks an intern who will assist with tasks such as developing a forward-looking media and communications strategy, establishing and maintaining a social media presence and enhancing DoIT's community engagement efforts. The intern will assist in planning and executing a digital engagement strategy for DoIT through social media channels such as Facebook, Twitter and our website. Interns may also take on special projects according to their interests and the needs of the team. The internship will provide an opportunity to gain practical work experience in public affairs, communications, social media, multi-media and community outreach.

**MINIMUM QUALIFICATIONS:** Must be a current college (Junior level or higher) or graduate student in good academic standing, enrolled in an accredited four year college or university. Must have a minimum cumulative grade point average of 3.0 on a 4.0 grading scale or a 4.0 on a 5.0 grading scale. Recent (within one calendar year) graduates of either a two or four year accredited college or university are also eligible to apply. Must be pursuing a degree in marketing, business, communications, broadcast, public policy or a related field.

**NOTE:** Students with a minimum GPA of 3.0 on a 4.0 scale will be given preference. Candidates should have an interest in gaining experience and exposure to local government technology projects and planning. Strong written and oral communication skills are essential in performing this job.

**RESIDENCY REQUIREMENT:** Not required

**SALARY:** Unpaid

**HOURS:** 15 hrs/wk minimum. Hours are flexible to meet the needs of the student and the department.

**CLOSING DATE FOR APPLICATIONS:** Open until further notice

**INSTRUCTION:** Interested students should send as a packet a Cover Letter (noting "Department of Innovation and Technology, Communications Intern"), Official/Unofficial transcript from school currently attending, Resume and Writing Sample to:

[DOITHR@cityofchicago.org](mailto:DOITHR@cityofchicago.org)

OR

City of Chicago

Department of Innovation & Technology

333 S. State Street

Room 420

Chicago, IL 60604

ATTN: Barbara Araszewski

**NOTE:** Only applicants who submit all the required documents will be considered.

**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 OPPORTUNITY/MILITARY FRIENDLY EMPLOYER**