



City of Chicago
Rahm Emanuel, Mayor
OFFICE OF THE MAYOR

NOTICE OF JOB OPPORTUNITY

VOLUNTEER INTERN - Mayor's Office, Office of Scheduling and Advance- UNPAID Intern

DESCRIPTION: Volunteer Intern will assist with tasks such as planning and advancing Mayoral events, site visits, scheduling request processing, handling special projects as needed and providing administrative assistance. Volunteer Interns may also take on projects in accordance to their interests and the needs of the team. The Mayor's Office seeks a candidate with an interest in the City of Chicago and strong communication and organizational skills. Volunteer Interns will learn about the operations of a scheduling and advance department and should be available to work a minimum 20 hour per week for the duration of the internship.

MINIMUM QUALIFICATIONS: Must be a current college or city college student in good academic standing, enrolled in an accredited two or four year college or university. Must have a minimum cumulative grade point average of 2.5 on a 4.0 grading scale or a 3.5 on a 5.0 grading scale.

PREFERENCE: Students with a minimum GPA of 3.0 on a 4.0 scale will be given preference. Candidates should be able to work in a fast-paced environment.

NOTE: All projects assigned are confidential with time-sensitive deadlines.

NOTE: ALL MATERIALS ARE REQUIRED AT THE TIME OF APPLICATION AND MUST BE SUBMITTED TOGETHER AS A PACKET.

1. Cover Letter (noting "Mayor's Office Scheduling and Advance Internship")
2. Official/Unofficial Transcript
3. Enrollment Verification from school currently attending
4. Resume
5. Writing Sample

SALARY: This is an UNPAID internship. These are temporary positions.

CLOSING DATE: This position will be open and accepting applications until further notice.

INSTRUCTION: Interested candidates should send as a packet the following: Cover Letter (noting "Mayor's Office of Scheduling and Advance Volunteer Internship"), Official/Unofficial Transcript and Enrollment Verification from school currently attending, Resume and Writing Sample to:

Margaret Gach
Office of the Mayor, City Hall
121 N LaSalle Street, Rm 406
Chicago, IL 60602
Fax: 312/744-2727

OR

Email to: mayorsofficeinternships@cityofchicago.org

The City of Chicago is an Equal Opportunity Employer

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.

Students who are Deferred Action Recipients are eligible to apply for volunteer and internship opportunities. 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/deferredaction.pdf>

ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ANY AND ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.