



**City of Chicago**  
Rahm Emanuel, Mayor

**Department of Buildings**  
Judith Frydland, Commissioner

# NOTICE OF VOLUNTEER OPPORTUNITIES

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## **VOLUNTEER– INTERNS- UNPAID**

The City of Chicago Department of Buildings is seeking to hire talented and self-motivated volunteers who are eager to obtain a broad range of experience.

**MINIMUM QUALIFICATIONS:** Must be a college or university graduate or have attended a college or university with at least some course work in Architecture, Finance, Labor Relations, Informational Technology, Liberal Arts or Law School.

**Preference:** Work hours are flexible to meet the needs of students, however, during the winter and spring semester/quarter student are desired to work 16 to 20 hours per week. During the summer months students are desired to work 35 hours per week.

**RESIDENCY REQUIREMENT:** Not required

These are temporary positions.

**SALARY:** Unpaid – however, some participants may be able to receive academic credit.

**CLOSING DATE FOR APPLICATIONS:** OPEN UNTIL FURTHER NOTICE

**DUTIES:** Under direct supervision student interns will perform various functions to support several different areas related to law, municipal prosecution, labor issues, environmental issues, both Federal and State Litigation, municipal legislation and state legislation. In addition, developing application for departments Information Technology needs.

**NOTE:** Only applicants who submit all the required documents will be considered. Positions will be filled throughout the 2018 calendar year as needed.

**INSTRUCTION:** Interested applicants should forward all required documentation to: Scott Loeff: Fax: 312-743-9125 or can be e-mailed at [scott.loeff@cityofchicago.org](mailto:scott.loeff@cityofchicago.org)

Direct questions to Mr. Loeff at 312-743-9095

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.

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