



City of Chicago  
Rahm Emanuel, Mayor

OFFICE OF THE MAYOR

---

## NOTICE OF JOB OPPORTUNITY

---

### VOLUNTEER INTERN – Mayor’s Office, City of Chicago Office Intern – UNPAID TC#0407

**DESCRIPTION:** The Mayor’s Office seeks a motivated candidate with strong multi-tasking skills, great attention to detail and strong interpersonal and written communication skills. Intern will be asked to assist with performing research and producing written results. Interns may also take on special projects according to their interests and the needs of the team. Students with experience handling sensitive or confidential materials are strongly encouraged to apply. Interns should ideally be available to work part-time (between 14 to 21 hours a week) during the school year or full time (30 hours) during the summer months.

**MINIMUM QUALIFICATIONS:** Must be a recent (within one calendar year) graduate of either a two or four year accredited college or university or graduate degree program or an accredited law school. Must have had 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.

**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:** Cover Letter (noting “Mayor’s Office, City of Chicago Office Intern”), Official/Unofficial Transcript that proves successful graduation from school attended, Resume and Writing Sample will be required at the time of application and **MUST** be submitted together as a packet.

These are temporary positions.

**SALARY:** This is an UNPAID internship.

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

notice.

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

1. Cover Letter (noting “Mayor’s Office, City of Chicago Office Intern”)
2. Official/Unofficial Transcript that proves successful graduation
3. Resume
4. Writing Sample

**Kathryn O’Connell  
Office of the Mayor  
City Hall  
121 North LaSalle Street  
Room 406  
Chicago, IL 60602**

**OR**

**[mayorsofficeinternships@cityofchicago.org](mailto:mayorsofficeinternships@cityofchicago.org)**

**The City of Chicago is an Equal Opportunity Employer.**

If you are a person with disability and require a reasonable accommodation 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). You may be required to provide information to support your reasonable accommodation request.

Students who are Deferred Action Recipients are encouraged 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/deferred\\_action.pdf](http://www.socialsecurity.gov/pubs/deferred_action.pdf).

**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/AFFIRMATIVE ACTION EMPLOYER**

---