

Summer 2025 PAID Internship Opportunity



Goal: The 49th Ward Aldermanic Internship program provides interns with professional experience in the government services office of a Chicago City Council member. Interns will support community members in accessing City services, working alongside office colleagues; research and follow city policy and legislation; organize community events with their internship mentor.

Location: Alderwoman Maria Hadden's 49th Ward Service Office is located at 1447 W. Morse Ave. in Chicago's Rogers Park neighborhood. Certain job tasks may require traveling to City Hall or locally within the ward.

Responsibilities: The internship is a primarily constituent services-facing role and requires interaction with the general public in-person, over the phone, and over email. However, interns may explore one of four service areas over the course of their internship: constituent services, infrastructure, economic development, and community outreach. Interns may also help with long-term projects of full-time staff members.

The day-to-day duties of the intern include:

- Welcome constituents when they enter the office
- Respond to constituents on the phone
- Work with aldermanic staff and other interns to answer questions and solve problems
- Attend meetings in the office or at City Hall as scheduling permits

Compensation: There is ONE paid position available for summer 2025. The compensation is Chicago minimum wage, which is \$16.20/hour effective July 2024, at 40 hours/week. Additionally, the summer internship can count towards course credit at any accredited university. It is the responsibility of the applicant to verify that their college or university offers such an opportunity.

Requirements: The paid intern must be authorized to work in the United States. The paid intern will have to complete a standard City of Chicago HR process, including a background check and fingerprinting.

Education and Experience: Preference will be given to applicants who are currently enrolled in an accredited higher education institution. The office is looking for motivated students currently enrolled in a local college or university who have completed at least one year of coursework, along with additional desired strengths that may include:

- Strong written/verbal communication and time management skills
- Ability to work in a fast-paced environment
- Ability to work with a team to reach goals
- Desire to learn about City policy and operations
- Experience with Microsoft Office, Google maps, database management, etc.

Hours: The paid intern must work 35 hours/week in the office for 10 continuous weeks, with the program usually beginning the first week of June and ending in mid-August. (minus 5 hours from 40 for 5 paid lunch hours/week). Interns do not accrue vacation time or sick time for the duration of their time in the office.

Additionally, the summer intern is expected to be available & present in the office for the entirety of their 10-week internship. Accommodations can be made in advance regarding pre-planned vacations, scheduled time off, and sick days.

The 49th Ward Service office is open 9:00 a.m.-5:00 p.m. Monday-Friday. Applicants must have availability during these times. Interns may also attend weekend or after-hours events.

To Apply: All interested applicants must submit a resume outlining your past experience and a short statement of interest in the position (250-300 words) to the **Ward Services Manager, Ms. Clarissa Steinbrecher** (clarissa@49thward.org - she/her/hers), If applicable, please include the class course name and number. Applicants must attend a virtual interview with the Ward Office (via Zoom) to be considered for this position.

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