

2024 Summer 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 2024. The compensation is Chicago minimum wage, which is \$15.80/hour effective January 2024, at 40 hours/week. The 49th Ward Service Office offers multiple unpaid internship positions over the summer, as well. Unpaid interns may use this position towards course credit. It is the responsibility of the intern to verify their college or university offers such an opportunity. Please speak with your interviewer if you have financial concerns.

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. Unpaid interns must be authorized to work in the United States but are not required to complete the City of Chicago HR process.

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 (minus 5 for 5 paid lunch hours/week). All other interns are expected to work between 8-16 hours/week with no more than 20 hours/week. The 49th Ward Service office is open 9:00 a.m.-5:00 p.m. Monday-Friday. Prospective interns 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 about your interest in the position to our **Coordinator of Constituent Services and Communications, Ms. Clarissa Steinbrecher** (clarissa@49thward.org - she/her/hers), If applicable, please include the class course name and number. Applicants must attend an initial phone interview AND a virtual interview with the Ward Office (via Zoom) to be considered for this position.

*Office of the 49th Ward of Chicago
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