



OFFICE OF THE CITY TREASURER

KURT A. SUMMERS, JR.

NOTICE OF JOB OPPORTUNITY

Internship (Volunteer) – City Treasurer’s Office – Unpaid TC#0407

OVERVIEW: The City Treasurer’s Office is seeking candidates for full-time internships in summer 2019 for a period of at least 10 weeks. The available roles include a communications intern and a policy intern, as described below. In addition to working closely with the office’s senior staff, interns will have access to a wide array of programming, including: attending lunch conversations with staff, participating in professional development sessions led by senior staff, attending events in City Hall and across Chicago, and working collaboratively to create a formal policy proposal to present to senior staff.

ABOUT THE TREASURER’S OFFICE: The City Treasurer is a citywide elected official who acts as Chicago’s primary financial steward, serving the City’s residents, businesses, and employees in three functions: as an investor, banker, and advocate. As Chicago’s investor, the City Treasurer is responsible for managing the City’s approximately \$7 billion investment portfolio and is charged with appropriately balancing risk, returns, and liquidity needs for funding the City’s day-to-day operations. As Chicago’s banker, the City Treasurer deposits all money belonging to the City and is responsible for maintaining records and accounts while also providing reports on the state of the City’s finances. As Chicago’s advocate, the City Treasurer leads numerous programs that promote financial education and small business growth throughout Chicago’s neighborhoods.

DUTIES AND RESPONSIBILITIES:

- **Communications Internship** – The communications intern will help manage the public face of the office through a wide range of projects, including drafting speeches and talking points; writing social media posts; building press contact lists; pulling press clips; and more. Candidates for this position should have some background with media and/or journalism, as well as an interest in government and/or public policy.
- **Policy Internship** – The policy intern will be responsible for conducting research on potential policies, as well as supporting the office’s financial empowerment programmatic efforts. Specific areas of focus may include economic development, community banking, and responsible investment, with projects involving research, writing, analysis, and presentation. Candidates for this position should possess strong written and oral communication skills, as well as knowledge of business, economics, finance, and/or public policy.

NOTE: Resume and other relevant documentation, if applicable, will be required at the time of application. Only applicants who submit all the required documents will be considered. Please note which specific internship role(s) you are interested in, as well as the dates that you are available for the internship.

These are temporary positions.

SALARY: This is an UNPAID internship. However, the City Treasurer’s Office will work with your college or university on funding opportunities, if applicable.

CLOSING DATE: Open until further notice.

INSTRUCTION: Interested candidates should send a Resume and other relevant documentation to the attention of:

Asher Mayerson
City Treasurer's Office
121 North LaSalle Street
Room 106
Chicago, IL 60602

OR

Asher.Mayerson@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

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