



## OFFICE OF THE CITY TREASURER

MELISSA CONYEARS-ERVIN

# NOTICE OF JOB OPPORTUNITY

## City Treasurer's Office, Internship

**DESCRIPTION:** The City Treasurer's office seeks candidates focused on public policy, economics, and/or finance with an interest in urban issues and strong writing, research, and communication skills. Candidates will assist staff with the design and implementation of projects outlined specific to the goals of the department assigned while also performing related administrative and research duties as required. Responsibilities may also include drafting public policy reports, providing economic research and financial analysis, creating presentations, and assisting with press and social media based on the interests and talents of each candidate.

Candidates should ideally be available to work at least part-time (at least 10 to 20 hours a week) during the school year or during the summer months.

### Intern Programming and Activities

All interns and fellows will be invited to participate in several activities.

- **Brown Bag Lunches:** Interns and fellows will attend lunches during which senior staff members discuss their own professional journeys, describe their work at the CTO, and answer questions.
- **Professional Development Series:** Interns and fellows will participate in seminars in which senior staff members discuss an area of their professional expertise. Past topics have included Investing 101, Organizational Management, and Speechwriting.
- **City Council Chambers and Meetings:** Interns and fellows will have the opportunity to attend monthly City Council meetings and take a private tour of the City Council chambers.
- **Outings:** Interns and fellows will also have the opportunity to attend a outing to institution of interest in Chicago related to government, finance, or policy.

### Office Structure

The Treasurer of the City of Chicago acts as the City's Investor, Banker, and Advocate. Within the CTO, there are four teams that divvy up office responsibilities according to these roles: Investments (Investor), Accounting (Banker), and Executive (Advocate). (Economic Development (Community Outreach) Interns and fellows typically work with one of the four teams depending on their educational background and interests.

- **Accounting Team:** The accounting team processes incoming cash from the rest of the City Departments and transfer it to the investments team.
- **Intergovernmental Affairs:** The IGA Team handles a range of responsibilities including communications, legal, outreach, policy, programs, and more.
- **Communications:** The Communication Team handles a range of responsibilities including communications, Outreach, Social Media, Graphic Design and more.
- **Investments Team:** The investments team invests the money received from the accounting team, earning return on the investments for the City Departments.
- **Equity, Diversity & Inclusion:** The EDI team works to provide financial programs, initiatives and resources for the well-being and quality of life of the city of Chicago local community. The goal is to see how their lives can be improved through economic development.

**MINIMUM QUALIFICATIONS:** Must be a current college level or graduate/school student in good academic standing, enrolled in an accredited two or four year-college or university offering a baccalaureate or graduate degree program or an accredited law school. Must have a minimum cumulative grade point average of 2.0 on a 4.0 grading scale or a 2.5 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. All projects assigned are confidential with time-sensitive deadlines.

**NOTE:** Cover Letter (noting “City Treasurer’s Office Internship”), Official/Unofficial Transcript and Enrollment Verification from school currently attending, Resume and Writing Sample will be required at the time of application and MUST be submitted together as a packet. Only applicants who submit all the required documents will be considered.

**NOTE:** All projects assigned are confidential with time-sensitive deadlines.

**These are temporary positions.**

**SALARY:** Paid through One Summer Chicago.

**CLOSING DATE:** June 5, 2021.

**INSTRUCTION:** Interested candidates should send as a packet the following:

- Cover Letter (noting “City Treasurer’s Office Volunteer Internship”)
- Resume
- Official/Unofficial Transcript
- Enrollment Verification from school currently attending
- Writing Sample to the attention of:

**Monique J. Cook-Bey**  
**Director of Community Engagement**  
**City Treasurer’s Office**  
**121 North LaSalle Street**  
**Room 106**  
**Chicago, IL 60602**

**OR**

**[Monique.Cook-Bey@cityofchicago.org](mailto:Monique.Cook-Bey@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**