

INTERNSHIP OPPORTUNITIES



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 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: Internship opportunities are available for interns who will be compensated with course credit at their academic institution. It is the responsibility of the intern to verify their college or university offers such an opportunity. ***THERE IS NO MONETARY COMPENSATION FOR THIS POSITION.***

Education and Experience: Preference will be given to applicants who are currently enrolled in classes of some kind. 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
- Preferred but not required: Microsoft Office, Google maps, database management, etc.

Hours: The 49th Ward Service office is open 9:00 a.m.-5:00 p.m. Monday-Friday.

To Apply: All interested applicants must submit a resume outlining your past experience to our Manager of Constituent Services, Camilo Pedro (camilo@49thward.org), the class course name and number (if applicable), and how many hours you must work to receive credit. Applicants must also attend an interview with the Ward Office to be considered for this position.

*Office of the 49th Ward of Chicago
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