The 35th Ward is seeking an intern to assist with administrative tasks such as filing, office organization, administrative support, phones and correspondence. The ideal intern should be motivated with strong multi-tasking skills, great attention to detail and strong interpersonal communication skills. Interns will be assigned duties specific to the operational needs of the 35th Ward aldermanic office.

MINIMUM QUALIFICATIONS:
- Must be a current college level sophomore, junior, senior or graduate/school student in good academic standing, enrolled in an accredited college or university offering a baccalaureate or graduate degree program or an accredited law school
- Must have a minimum cumulative grade point average of 2.5 on a 4.0 grading scale or a 4.0 on a 5.0 grading scale

DUTIES:
- Assist with constituent services;
- Maintain constituent records and preparing reports; creating spreadsheets and maintaining databases;
- Research and analyze proposed city ordinances;
- Draft informational materials and correspondence in response to inquiries; distribute informational materials;
- Participate in the setup and operation of special events and program activities; and perform related duties, as required

REQUIREMENTS:
- Must provide a current college transcript
- Resume and current letter of enrollment verification from the school’s registrar/dean confirming enrollment (or National Student Clearinghouse Proof of Enrollment Certificate)
- Grade level in order to be considered for the internship
- Spanish speaking is required
- Interns should be available to work a minimum of 15 - 20 hours per week which may include evenings and/or weekends

2015-2016 SALARY:
This is an unpaid internship.

INSTRUCTION:
Interested applicants should forward a resume, current enrollment verification letter and current transcripts to the following:

35th Ward Office Alderman Carlos Ramirez-Rosa
2708 North Sawyer
Chicago, IL 60647
Attention: Monica Trevino
monica@aldermancarlosrosa.org

All reference 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 EMPLOYER