



**City of Chicago**  
Lori E. Lightfoot, Mayor

**Department of Housing**  
Marisa Novara, Commissioner

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## **NOTICE OF JOB OPPORTUNITY**

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### **VOLUNTEERS- Unpaid Department of Housing**

The Department of Housing (DOH) is seeking to fill positions for volunteers.

The ideal candidate is highly motivated and is dedicated to improving public service while obtaining “hands-on” work experience in a fast-paced environment. He/she has good writing and communication skills and enjoys working independently and/or under supervision.

**MINIMUM QUALIFICATIONS:** Preferred volunteers are seeking / have obtained a degree in Urban Planning, Historic Preservation, History, Public History, Communications, Business Management, Finance, Public Administration, Architecture, Art History, Urban Affairs, Public Policy or Political Science or a related degree. Resume is required at the time of application.

**NOTE:** These are temporary positions.

**RESIDENCY REQUIREMENT:** City of Chicago residency is not required.

**SALARY:** UNPAID

**APPLICATION PERIOD:** Open until further notice

**DUTIES:** Responsibilities may include: Research, data entry, clerical duties (copying, scanning, document preparation, filing), assisting in review process, file management, property research, site visits, report filing, and scope of work analysis, meeting preparation, communication with internal City of Chicago personnel as well as outside parties. Draft, revise, edit, review documents as needed. Tracking activities. Study processes and make recommendations for improvement, Other duties directly related to position as assigned.

**HOURS:** 21hrs/wk minimum

**INSTRUCTION:**

For consideration, submit resume and letter of interest postmarked to:

**Angela Cannon Ellis**  
**Director of Administration**  
**Department of Housing**  
**121 N. LaSalle Street, Room 1000 Chicago, IL 60602**  
**Phone: (312) 744-9610**  
**Fax: (312) 744-0557**  
E-Mail: [angela.cannon@cityofchicago.org](mailto:angela.cannon@cityofchicago.org)

If you would like to request a reasonable accommodation due to disability or pregnancy 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). Please be prepared to provide information in support of your reasonable accommodation request.

**ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ANY AND ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT**

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**THE CITY OF CHICAGO IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

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