PUBLIC SERVICE INTERN

The Chicago Park District Office of Inspector General is an independent office that conducts investigations, process reviews, financial and program audits, and hiring monitoring within the Chicago Park District. The Park District OIG’s mission is to promote efficiency, economy and transparency within the Park District by combatting fraud, waste, and abuse.

The Park District OIG is seeking one to three interns to support investigative, auditing, and hiring oversight projects. Applicants must have excellent verbal and written communication skills and a strong interest in public service and government accountability.

UNPAID INTERNSHIP
Internship may be considered for academic credit or other educational stipend or scholarship. Because internship is unpaid, City of Chicago residency is preferred but not required.

DUTIES
Under the supervision of Park District OIG personnel, Interns will be tasked with legal research, investigative research, analysis, report writing and other duties as assigned in support of the Park District OIG’s investigative, audit and hiring monitoring projects.

MINIMUM QUALIFICATIONS
Open to undergraduate students, graduate students and law students in good academic standing, enrolled in an accredited four-year college or university offering a baccalaureate or graduate degree or juris doctor program. Must have a minimum cumulative GPA of 2.5 on a 4 point grading scale or a 3.5 on a 5 point grading scale. Applicants must submit most recent transcripts with applications. Proficiency with Microsoft Office, strong organizational and interpersonal skills are desirable.
APPLICATION INSTRUCTIONS
For this unpaid internship, do NOT use the Chicago Park District’s online job application process. To be considered for the internship, please follow all of these steps:

1. Submit your application to: inspectorgeneral@chicagoparkdistrict.com
   Write “Internship application” in the subject line;
2. Attach your cover letter;
3. Attach your resume; and
4. Attach your most recent transcript and enrollment verification form.

Currently accepting internship applications on a rolling basis. Position(s) are available for Spring, Summer, and Fall Semesters. Only applicants who submit all of these required materials will be considered.

NOTE
Applications must be submitted directly by the applicant. No second-party applications will be accepted. The Park District OIG requires that its employees be nonpartisan and free from conflicts of interest.

REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ALL APPLICATION MATERIALS.

The Chicago Park District is an equal opportunity and military-friendly employer.

If you require a reasonable accommodation to participate in the application process, please contact Inspector General Elaine Little at inspectorgeneral@chicagoparkdistrict.com. You may be required to provide information related to your reasonable accommodation request.

OIG website: https://www.chicagoparkdistrict.com/about-us/departments/office-inspector-general