

# COOK COUNTY SHERIFF'S OFFICE



Thomas J. Dart  
Sheriff

## NOTICE OF INTERNSHIP OPPORTUNITY

Job Title	Public Affairs Communications Intern (Academic Credit)
Summary	<p>The Cook County Sheriff's Office is currently seeking an enrolled undergraduate or graduate student to intern in the Department of Corrections. The Public Affairs Communications Intern will gain experience in written communications; the internship will focus on how we grow and maintain a strong and positive presence on the compound- online, in print, and in person in order to further our mission of promoting the Cook County Department of Corrections. The intern will provide direct support to the EMPOWER Coordinator.</p> <p>The EMPOWER Movement is designed to create positive change for staff within CCDOC by inclusion, collaboration and communication enhancement. Our goal is to elevate and empower staff through positive reinforcement activities that support and expand wellness and well-being as well as team-building.</p>
Minimum Qualifications	<ul style="list-style-type: none"><li>• Must possess creativity, strong writing and visual skills</li><li>• Familiar with the fundamentals of social media metrics</li><li>• Acute attention to detail</li><li>• Familiarity with culture and a willingness to collaborate</li><li>• Clear interpersonal communication</li><li>• Dedication to efficiency and timeliness</li><li>• Must have an endorsement letter from their College Internship Coordinator detailing school requirements.</li></ul>
Recommended Qualifications	<ul style="list-style-type: none"><li>• Familiarity with Adobe Creative Suite (e.g. Illustrator, Photoshop and InDesign)</li><li>• Interest in working in the public sector post-graduation</li><li>• Must possess a 3.0 cumulative GPA or better</li></ul>
Internship Program Office	Bureau of Human Resources, Cook County Sheriff's Office, 3026 S. California, Building 2 Room 109, Chicago, IL 60608
Location of Internship	Cook County Sheriff's Office Cook County Department of Corrections 2750 S. California, Chicago, Illinois 60608



Duties of Internship	<p>Essential Responsibilities:</p> <ul style="list-style-type: none"> <li>• Copy editing written materials</li> <li>• Track quantitative data as it relates to EMPOWER</li> <li>• Reach out to staff with strategic opportunities to advance EMPOWER</li> </ul> <p>Secondary Responsibilities</p> <ul style="list-style-type: none"> <li>• Writing releases, media advisories, blog posts, and EMPOWER emails</li> <li>• Assist with the CCDOC's editorial output (including written and video content)</li> <li>• Light design or photography projects may also be available</li> <li>• Attend monthly professional development meetings</li> </ul>
Schedule	<p>An internship schedule will be coordinated between the intern and the supervisor, with a minimum of 10 hours per week. Internship hours are generally conducted between 8am and 4pm, Monday through Friday, but occasional evening and weekend hours may be requested.</p>
Application Period	<p>Ends Friday, April 13, 2018</p> <p>A copy of a current Driver's License and/or State Identification Card, unofficial transcripts from an accredited college or university, an endorsement letter on college or university letterhead from the Internship Coordinator stating class requirements, and a resume must be submitted to the email address listed below.</p> <p>Students selected for this opportunity will be required to complete additional paperwork.</p>

The Cook County Sheriff's Office prohibits all unlawful discrimination in its hiring and promotional process.

Please submit the following documents to the CCSO Internship Program at [CCSO.Internship@cookcountyil.gov](mailto:CCSO.Internship@cookcountyil.gov)

- A letter of interest
- A copy of your unofficial transcripts
- Current resume

If you are unable to send your documents by email, please mail them to Internship Coordinator, Bureau of Human Resources, Cook County Sheriff's Office, 3026 S. California, Building 2, Room 104, Chicago, IL 60608. You may email any questions regarding submission of materials to above email address.

The Cook County Sheriff's Office is an Equal Opportunity Employer. The Cook County Sheriff's Office prohibits all Unlawful Discrimination in all Employment Actions.