



## Position Recruitment Notification For External Candidates

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**Job Classification:** SEASONAL COMMUNITY RELATIONS INTERN

**Department/Division:** Community Relations  
**Employment Status:** Seasonal (15-20 hours per week)  
**Hourly Salary:** \$14.00/hour

**Deadline for Application:** March 22, 2019

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### Introduction

The VILLAGE OF OAK PARK is seeking qualified candidates for the position of Community Relations Intern.

### Description of Oak Park:

The Village of Oak Park, Illinois is a thriving, transit-oriented community of about 52,000 people located immediately west of the City of Chicago and known for its great neighborhoods, architectural heritage and innovative public policy initiatives. Within its 4.5 square miles live one of the region's most diverse mixes of cultures, races, ethnicities, professions, lifestyles, religions, ages and incomes.

Oak Park operates under the village manager form of government. An elected legislative board consisting of a president and six trustees set policy and a professional manager oversees the day-to-day administration of government. Village services and programs are delivered by about 370 employees.

### Description of the Department's operational functions and other information:

The Community Relations Department helps improve community life by nurturing neighborhood programs and citizen cooperation. The Department enforces the Village's Human Rights Ordinance and Fair Housing Policy, encourages block organizing, community safety and multi-cultural training, mediates landlord/tenant and neighbor disputes and provides resident training in community outreach. Community Relations also manages the Village's graffiti deterrent and removal program.

### Primary Duties and Responsibilities of the Position include, but are not limited to:

- Provides intake and referral services for residents to community resources
- Assists with investigation of landlord/tenant complaints
- Participates in Fair Housing Education initiatives as needed
- Provides appropriate dispute resolution services to residents
- Produces new resident packets for prospective residents
- Performs community outreach and education services for residents
- Assists with coordination of annual Day In Our Village Festival
- Assist the Community Relations Commission with special projects

### Minimum and Desired Qualifications with Salary Range and Benefits:

Must possess a Bachelor's degree from an accredited college or university with major coursework in public administration, business administration, or social work, and be enrolled in a graduate or post baccalaureate program in one of the academic areas listed above of related field during the term of the internship.

Must be able to communicate effectively with people on the phone and in person, demonstrate superior customer service skills, possess excellent written and oral communication skills, possess analytical skills including knowledge of statistics and ability to use analytical/statistical software, and be proficient with all Microsoft applications including Word, Excel, Outlook, Access, and PowerPoint.

**Instructions on how to apply:** Interested candidates should mail their cover letter, resume and Village of Oak Park application to, Village of Oak Park Human Resources Department, 123 Madison Street, Oak Park, IL. 60302, by fax 708-358-5107 or submit by email to [hr@oak-park.us](mailto:hr@oak-park.us)

More information on applying for a position with the Village of Oak Park is posted at [www.oak-park.us/jobs](http://www.oak-park.us/jobs)

The Village of Oak Park is an Equal Employment Opportunity Employer committed to a diverse workforce.