

 CHICAGO

Summer 2024

Office of Mayor Brandon Johnson

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**MAYOR'S OFFICE FELLOWSHIP**



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# Letter from **Mayor Brandon Johnson**

## Dear Prospective Fellows,

Working in local government can be a rewarding challenge that requires dedication and hard work from talented individuals.

I ran for Mayor of Chicago because I want to ensure our city government works to uplift the quality of life for everyone and today that goal is even more relevant than ever as we work to take on the challenges facing our city. As a Mayoral Fellow, you will be instrumental in helping us find the solutions to the city's most pressing issues while working in one of the world's greatest cities with some of the best minds in local government.

Chicago is committed to attracting gifted students and leaders and fostering a promising career in public service. Some of our country's most exceptional students and professionals have been Mayoral Fellows, and we hope that you will consider joining us this summer.

Sincerely,

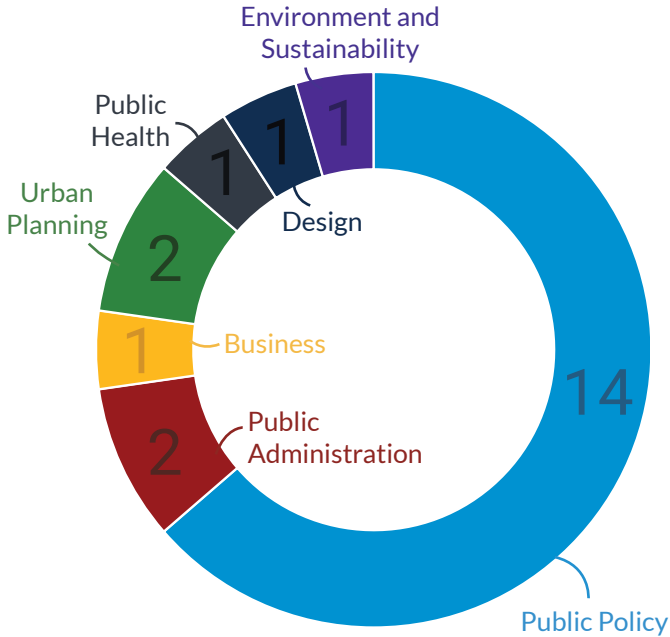
Mayor

# Why be a Fellow?



A summer at the Chicago Mayor's Office is the premier way for graduate-level students to engage with public service. Fellows from all academic disciplines are welcomed to work directly with Mayoral senior staff to develop, to initiate, and to lead programs for the benefit of all Chicagoans. We are looking to build a diverse cohort of students dedicated to public service to help us develop solutions for some of Chicago's most pressing needs. Fellows will receive unprecedented ability to network with like-minded public servants and to affect positive change in Chicago.

The 19 members of the 2023 Mayor's Office Fellowship came from diverse academic and geographic backgrounds.



**2**  
Grew up in the Chicagoland Area

**12**  
Attended Schools in the Chicago Land area

**8**  
Attended Out-of-Area Schools

\*Dual Degree Students have been counted twice

Fellows came from various institutions, including the following schools:



**M** UNIVERSITY OF MICHIGAN



**ILLINOIS TECH**



Georgetown University

The Chicago Mayor's Office Fellowship Program offers a unique opportunity for students to intimately engage in public service at one of the most recognized cities in the world. The Fellowship Program is highly-regarded as a leader in municipal fellowship programs. Over the last 21 years, the City of Chicago's Mayor's Office Fellowship Program has attracted highly qualified graduate level students from universities across the country. Fellows gain hands-on experience working directly with the Mayor's Office staff in budgetary, legislative and programmatic areas of city government. Fellows gain a broad understanding of city-level policy making and have an opportunity to connect what they are learning in the classroom to real world challenges.

# Life as a Fellow

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## Projects

Typically, Fellows work on 4-6 projects, which are a mix of short-term and long-term projects throughout the summer. These projects are instrumental in driving Mayor Johnson's vision for a safer and a more equitable Chicago forward.

Together, the 2023 Mayor's Office Fellows worked on more than 100 projects during the 11-week program in the following areas:

- ★ Collaborating with Food Equity Council, researching best practices for expanding fresh food access.
- ★ Assist in community engagement to help develop the City's Gender-Based Violence Plan's.
- ★ Facilitating listening sessions for recently returned citizens post-incarceration.
- ★ Work with the Office of Equity and Racial Justice to analyze and evaluate the Budget Equity Initiative.
- ★ Research social housing models to share out and present to Department of Housing's leadership team.
- ★ Support the Mayor's Policy Team in research and policy development for the 100-Day Policy Plan.

## Learning about the City of Chicago

- ★ Fellows will gain an understanding of the work and mission of other City departments through weekly tours and presentations.
- ★ Fellows will interact with Commissioners, Aldermen, experts in a variety of policy areas and senior-level staff.
- ★ Fellows will attend press conferences, City Council meetings and hearings, staff meetings and strategic planning sessions.

# At a Glance: Fellow's Schedule

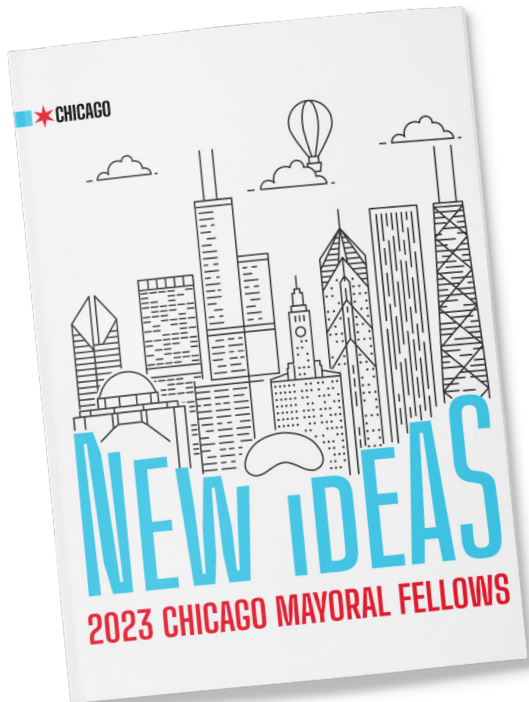
While the daily schedule of each Mayoral Fellow varies day-to-day, below is an example of a day during the 2023 fellowship experience.

Time	Activity
9.00 AM	Arrive at City Hall and ready to work. Answer emails and start work for the day.
10.00 AM	Meet with project manager to discuss weekly responsibilities for Invest South/West project.
11.00 AM	Mayoral Fellows Speaker Series with City Clerk Anna M. Valencia.
12.00 AM	Lunch with other fellows at Daley Plaza. Check out a cultural performance or flag raising.
1.00 PM	Desk time to work on projects.
2.30 PM	Attend a community engagement meeting.
3.00 PM	Research a policy proposal for the New Ideas book.
4.00 PM	Answer emails and manage projects on Teams.
5.00 PM	Head over to Millennium Park for a picnic in the park with Fellows.

# New Ideas

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Through the New Ideas process, Fellows have the opportunity to focus on developing innovative policy solutions. Fellows work individually, in small groups, and consult city staff to develop their New Ideas. As a team, they design, edit and produce the New Ideas book that is shared with the Mayor's Office staff and online. Towards the end of the fellowship in August, a small number of New Ideas are selected for the presentation before the entire Mayor's Office Staff.





# Eligibility Criteria

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The Mayor's Office encourages graduate students from all disciplines to apply.

## Ideal Candidates:

- ★ Are enthusiastic to learn about city government
- ★ Have demonstrated a substantial commitment to excellence as evidenced by academic honors, leadership ability, extracurricular activities, and involvement in community or public service
- ★ Embody strong personal character and conviction

Candidates are selected from both public and private colleges and universities.

## Candidates must:

- ★ Be current graduate level students
- ★ Have a cumulative GPA of at least a 3.0 on a 4.0 scale
- ★ Be a currently enrolled student at the time of employment to be eligible
- ★ Live in Chicago during the fellowship period

Program dates: June 10 - August 23, 2024

Compensation: \$20/hour, 35 hours/week. Fellows are not classified as full-time employees. Relocation is at the applicant's expense.

This is an in-person Fellowship. No telwork.

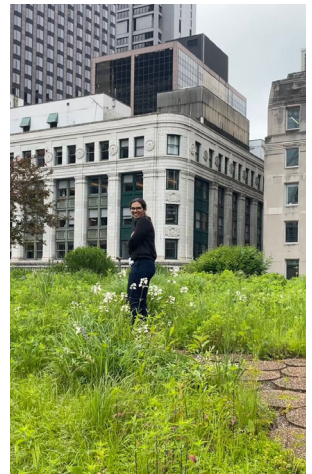
# Eligibility Criteria Cont'd

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International Students must have an F1 Student Visa and must be a full time student in order to qualify. International students are required to have a social security number and card which states “Valid for work only with DHS (Department of Homeland Security) authorization”. Your college or university can be of assistance in obtaining authorization. You must have your social security card / number before you can start the program.

Students who are Deferred Action Recipients are eligible to apply. You must provide your Employment Authorization Document at the time of hire. In addition, you must also have a social security card. If you do not have a social security card, you can obtain one by following the instructions at: [www.socialsecurity.gov/pubs/deferred\\_action.pdf](http://www.socialsecurity.gov/pubs/deferred_action.pdf).

Fellows are not classified as full-time employees of the City of Chicago. Residency in the city of Chicago is required to be established at the beginning of the Fellowship and last for the duration of the Fellowship Program. Relocation is at the applicant’s expense. Fellows are paid at a rate of \$20 per hour.



# Selection Process

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Prospective Fellows must complete a two-step application process in order to be considered for the 2024 Mayor's Office Summer Fellowship Program.

September

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Online application opens for Summer 2023. Application can be started at [cityofchicago.org/fellowship](https://cityofchicago.org/fellowship) (Applicants should be prepared to provide a cover letter, resume, letter of enrollment, transcript or letter of acceptance and a class schedule.)

November

6

Online application will close at 11:59:59 p.m. Applications will be screened for eligibility and qualifications. Applicants who have been selected for interviews will move on to the second step of the process.

December

2

Second round applicants will be required to submit a personal statement directly to the Mayor's Office. This document is due to be postmarked no later than close of business on this date. Please visit [cityofchicago.org/fellowship](https://cityofchicago.org/fellowship) for further details on submitting supplemental documents.

December

7

Phone and in-person interviews begin. A final selection of Fellows will be made based on the results of the interview process.

February 2024



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March 2024



Offers extended to the 2024 Mayor's Office Fellowship Program.

**To begin the application process, please visit**

[cityofchicago.org/fellowship](http://cityofchicago.org/fellowship)

**For further information, please contact**

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Phone: 312.774.9500

**Summer 2024**