



IEC City of Chicago Government Affairs Intern

The Illinois Environmental Council is seeking a City of Chicago Government Affairs Intern to assist the Director of City Government Affairs and the team. This Intern will conduct research and analysis on Chicago's key policy issues. This work will help inform IEC staff and support our engagement and outreach efforts with partners. The intern will also assist the City Government Affairs Director with administrative functions during coalition meetings, including note taking and agenda planning.

This is a unique opportunity to get exposure to the city's environmental policy advocacy coalition space and key stakeholders in a time when IEC is growing our impact at the City of Chicago.

These positions will be located in Chicago, IL, and will require in-person collaboration at IEC's Chicago Office.

About IEC

Since 1975, the Illinois Environmental Council (IEC) has worked to safeguard Illinois—its people, its plants and animals, and the natural systems on which all life depends by building power for people and the environment. Representing over 130 environmental organizations operating in Illinois, IEC carries out its mission to advance public policies that create healthy environments across Illinois through education, advocacy, and movement building.

IEC works at all levels of government by bringing together the Illinois environmental community to influence decision-makers and ensure clean air, clean water, and healthy communities. We coordinate our affiliate member organizations to share resources, mobilize supporters, and respond quickly to the most pressing issues facing the environment in Illinois. From building consensus around an annual environmental agenda to lobbying city, state, and federal decision-makers, IEC takes pride in leading our environmental movement in Illinois.

Employee Benefits / Important Requirements

The Internship is a part-time in-person position located in Chicago IL. Candidates must reside in Illinois. Compensation for this position is \$16/hr for 20 hours of work per week, for 8 weeks.

- **Location requirements:** *In-person*
- **Compensation:** *\$16 per hour*
- **Hours per week:** *Estimated 20 hours per week*
- **Duration:** *8 Weeks*

PROJECT / DELIVERABLES



IEC is a trusted environmental voice in Illinois and a strong influence in Springfield and the City of Chicago. You will have an opportunity to engage and network with statewide and citywide environmental organizations, gather data, and develop educational materials for IEC City of Chicago priorities. Projects and deliverables are as follows and may vary depending on IEC's top priorities at the time of the internship.

- Gather and organize data and policy information for how other large cities are implementing innovative environmental policy.
- Develop educational materials for decision-makers, legislators, and the general public on IEC's priorities
- Develop memos for the City team covering various hot-button city issues.
- Attend affiliate and stakeholder meetings and support with administrative functions.
- Support planning and communications around IEC's city tours.
- Support building relationships with IEC affiliates, allies, and stakeholders.
- Provide research for rapid response to the press and on social media.
- Represent IEC when engaging with affiliates, allies, and stakeholders.
- Other duties as assigned

About You

We're looking for a self-motivated individual excited to bring their research and analysis skills to educate lawmakers and decision-makers about the environmental policies IEC/IECEF are advocating for in 2026. We are looking for someone who is organized, has strong communication skills, and can turn hard data into narrative conversation for community members and decision-makers.

"Must-have" Qualifications:

- Strong Time Management Skills
- Excellent Interpersonal skills and ability to work with diverse groups of people
- Commitment to and knowledge of equity, diversity, inclusion, and allyship work
- Proficiency with Microsoft and Google Software
- Passionate about city policy process and environmental issues
- Self-starter on projects

"Nice-to-have" Qualifications:

- Experience with city policy process and environmental advocacy.
- You have worked with nonprofits, workforce development organizations, companies, or community organizations before.
- You have experience in analyzing hard data and transforming it into detailed narratives.
- You have facilitated or organized meetings in prior work.
- Experience working with Data Analytics Tools and Software.



Equal Opportunity Employer

IEC/IECEF is an equal opportunity employer committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, gender expression or identity, religion, age, national origin, ancestry, marital status, protective order status, veteran status, sexual orientation, citizenship status, genetic information, ancestry, religion, pregnancy, certain arrest or criminal history records, homelessness and use of lawful products outside of work during non-working hours or any other protected characteristic as outlined by federal, state, or local laws.

Equity, Allyship, and Powerbuilding Values

IEC/IECEF is always working to ensure that everyone on our team feels engaged and supported in all areas of the organization's operations as we work to become a fully inclusive, multicultural, and anti-racist organization. We are only as powerful as the people in our movement and those we serve. Building power for people and our environment in Illinois requires us to actively combat social and political power dynamics that disenfranchise marginalized communities across a broad range of issues beyond those that fall squarely within traditional environmental policy. When marginalized communities are empowered, environmental protections become more possible. Thus we are called to stand in solidarity as allies with those fighting for justice and to strengthen our democratic institutions where power drives policy change.

How to Apply

Introduce yourself to us as a colleague in your cover letter. Show us your future here! We value great writers, so be yourself and take your time with the application. Stock cover letters won't do. Tell us why you want this job.

Applications must be received by April 1, 2026

To apply, please send a cover letter and resume to Iyana Simba at iyana@ilenviro.org

IEC/IECEF is an equal opportunity employer.