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## Chicago Public Schools Internship For Program 2025

### Description

The Chicago Public Schools (CPS) Internship for Program 2025 offers an exciting opportunity for students and recent graduates to gain hands-on experience in the education sector. This internship program is designed to support the vision of CPS while providing valuable exposure to the inner workings of a large, diverse urban school district. Interns will contribute to a range of projects and initiatives, gaining insight into educational policies, operations, and community engagement.

### Responsibilities

- Assist with the development and implementation of educational programs, projects, and initiatives aligned with CPS's strategic goals.
- Conduct research and analyze data to support ongoing programs and evaluate their effectiveness.
- Provide administrative support including scheduling meetings, preparing reports, and maintaining project documentation.
- Collaborate with department teams to design and execute educational outreach programs and events.
- Support communication efforts, including drafting emails, newsletters, and updates to stakeholders.
- Participate in meetings, providing input on ongoing initiatives and contributing fresh ideas.
- Assist with curriculum development, instructional materials, and program assessments.
- Participate in special projects and events designed to enhance the educational experience in CPS schools.

### Qualifications

- Current enrollment in or recent graduation from an undergraduate or graduate program in education, public administration, social work, or a related field.
- Strong interest in education, public service, and community engagement.
- Knowledge of Chicago Public Schools and its mission, values, and initiatives is a plus.
- Ability to manage multiple tasks in a fast-paced environment while meeting deadlines.

### Experience

- No prior work experience required; however, prior internships, volunteer work, or academic projects related to education or community service will be considered beneficial.
- Exposure to research, data analysis, or program evaluation is an advantage.

### Skills

### Hiring organization

Chicago Public Schools Internship

### Employment Type

Intern

### Duration of employment

6 Months

### Industry

Education Administration Programs

### Job Location

Chicago, Illinois, United States,,  
60601,, Chicago,, Illinois,, United States

### Working Hours

8

### Base Salary

10

### Date posted

December 7, 2024

### Valid through

23.12.2026

- Excellent written and verbal communication skills.
- Strong organizational and time-management abilities.
- Ability to work independently and as part of a team.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
- Basic data analysis and research skills.
- Ability to adapt to changing priorities and contribute to dynamic projects.

### **Job Benefits**

- Paid internship with competitive hourly compensation.
- Opportunity to work with a diverse, mission-driven team.
- Professional development opportunities, including workshops and networking events.
- Hands-on experience in the field of education and public administration.
- Mentorship and career guidance from experienced professionals in the field.
- Certificate of completion at the end of the internship.

### **How To Apply**

Interested applicants should submit the following materials:

1. Updated resume.
2. A cover letter explaining your interest in the CPS Internship for Program 2025 and how your skills and background align with the responsibilities of the role.
3. Contact information for at least two references.

[Job Vacancies Portal Here:](#)