

Job Title: KidsMatter Internship – Mayor’s Chief of Staff

Overview:

The City of Naperville, in partnership with KidsMatter, is offering an exciting new internship opportunity for Naperville resident high school sophomores, juniors, and seniors to work directly with the Mayor’s Office. The Chief of Staff internship provides opportunities to observe and learn how to effectively engage with the community by supporting the Mayor at public functions. Specific responsibilities will include, but are not limited to, engaging with event attendees, answering questions and documenting community inquiries, photography, technology support and assisting with administrative tasks.

Key Responsibilities:

Community Engagement & Public Interaction:

- Greet and assist community members at events, helping to create a friendly and welcoming environment.
- Document or respond to inquiries and direct attendees to the appropriate City resources or officials.
- Support the Mayor’s schedule at events by providing timely reminders and coordinating with event organizers.
- Represent the Mayor’s Office professionally and courteously at all public appearances.

Photography Support:

- Attend events, community functions, and public appearances to capture high-quality photos and occasional video.
- Edit and organize photos for review by the Communications Department for potential use on the City’s social media channels, websites and promotional materials.

Technology Support:

- Assist with setting up and troubleshooting technology for events, including microphones, projectors, and computers.
- Provide on-site tech support to ensure the smooth operation of audiovisual equipment during events.

Administrative Support:

- Draft and format proclamations, congratulatory notes, and recommendation letters.
- Coordinate with staff to ensure timely completion and delivery of correspondence.
- Provide general administrative support and assist with office operations.

Qualifications:

- A Naperville resident high school sophomore, junior or senior.
- Strong writing and communication skills, with the ability to interact professionally with community members and city officials.
- Interest in local government, public service, and community engagement.
- Basic photography skills and experience with digital cameras; knowledge of photo editing software is a plus.
- Basic computer skills and knowledge of presentation software, including Microsoft PowerPoint.
- Ability to work independently and collaboratively in a team environment, showing initiative and a proactive attitude.
- Reliable and punctual, with a strong work ethic.

Time Commitment:

- Flexible hours based on event schedule; some evening and weekend availability required.
- The internship will run throughout the school year, with continued involvement through July 31, 2026.

Compensation:

- This is an unpaid internship.

Learning and Growth Opportunities:

- Opportunity to work directly with the Mayor of Naperville and gain insight into local government.
- Hands-on experience in public relations, communications and event support.
- Mentorship and professional development opportunities.
- End-of-program presentation opportunity to showcase achievements.

How to Apply:

1. Visit the [Naperville Boards and Commission](#) webpage. Select any board or commission from the list and click the Apply button on that page.
2. Complete the Profile section and answer the Student Representative Only questions.
3. This step is very important! Answer “yes” to the question: *Are you interested in being considered for the KidsMatter Internship - Mayor's Chief of Staff role?* (Student representatives only).
4. Applicants must upload a resume or a statement of interest.

Deadline:

5 p.m. on September 8, 2025