



## City Manager's Office Internship

### OVERVIEW

The city appreciates the impact that talented, energetic students can have on our organization and the community and is pleased to provide learning experiences to prepare the next generation of community leaders. The City Manager's Internship provides a unique opportunity of learning how a City works. Interns will perform a variety of tasks that may include policy research and development, drafting memoranda, community engagement, outreach and education, administrative tasks, and legal research and analysis.

### EXPERIENCES & RESPONSIBILITIES

- Assist with and provide research and analysis of special projects or government policies as requested.
- Attend community meetings, public hearings, press conferences, strategy-planning sessions and various department and staff meetings in order to learn about public services, policy-making, and the operations of local government.
- Explore government activities and attend various community events, take photographs and prepare written content to document events for newsletters and social media.
- Provide administrative support to the administration department as well as greet citizens and assist them as needed.
- Collaborate with leaders and learn about various departments within City government such as finance, economic development, community development, police, fire, and more.
- Assist in the City's implementation of GreenStep City's best practices.
- Arrange accommodations for special programs, events, and activities for the City Council, Mayor, Assistant City Manager, and City Manager.
- Draft written correspondence as needed or requested.
- Maintain a high level of professionalism and customer service for the City Manager and Mayor offices.
- Performs other duties as requested.



### Requirements

- Third or fourth year college student majoring in Public Admin., Political Science, Econ., Business, or a closely related field.
- Strong written and verbal communication skills, and a strong interest in public service.

### Hours

- 25 hours/week, flexible.

Salary: TBD

### Timeline

- Semester, School Year, 1 Year, or 1 Summer
- This opportunity is offered as a credit or non-credit paid position.

### Learn more & Apply

Email letter of interest and resume to:

[humanresources@cityofmoorhead.com](mailto:humanresources@cityofmoorhead.com)

218-299-5179