

INTERNSHIP OPPORTUNITY

with compensation
\$10/hr.

Office of
Mayor Virg Bernero



Virg Bernero, Mayor

General Administrative Support

Internship Applications are Accepted for an Immediate August 2017 Start Date

Mayoral Intern Tasks Include:

- ◆ Coordinating Special Projects
- ◆ Composing Correspondence and Proclamations
- ◆ Generating Ad Designs
- ◆ Analyzing and Researching Policy Proposals
- ◆ Representation at Meetings and Events
- ◆ Processing Contracts and Bids
- ◆ Constituent Intake & Resolution
- ◆ General Office & Administrative Duties
- ◆ Familiarity with Customer Service and Telephone Etiquette
- ◆ Experience in Microsoft Word, Excel and Outlook a must!

Applicants Must Possess:

A strong desire for work in a governmental/political environment or an administrative setting. Have solid verbal and written communication skills. Be proficient in Microsoft Office applications (Word, Excel, Outlook and Publisher), and the Internet. Applicants must also possess general office, analytical, research and organizational skills.

Other: Scheduling is flexible and can be tailored to fit the needs of the student. A minimum of 25 hours per week is required. Individuals must provide their own transportation, but complimentary parking will be provided. Internship is immediate through December 31, 2017 at a rate of \$10.00 per hour.

[An Internship Application Disclosure](#), resume, letters of recommendation and writing samples are accepted on a rolling basis. Your cover letter should include your particular interest in an internship with the Office of Mayor Virg Bernero and any special skills you may possess. If considered, applicants will be notified by telephone or email to schedule an interview.