

Internship Announcement

Policy Interns
Lakewood City Council

OVERVIEW: City Council for the City of Lakewood, Ohio is seeking several volunteer interns to work on a full- or part-time basis. Learn the legislative process, city issues, and government procedures by helping run a municipal legislative office.

JOB DESCRIPTION: Duties include staffing the office, responding to resident questions and concerns, researching policy issues, and staffing city meetings. Work with veteran legislative staff as well as elected city leaders. Telecommuting possible; coursework credit and letters of recommendation can be arranged. On-the-job-training is provided.

SKILLS: Strong computer skills are a must. Candidates should have a professional demeanor to deal with the public, elected leaders, and city officials. Interest or coursework in the following areas are a plus (although not required): political science, public administration, urban studies, media & communications.

TO APPLY: Submit cover letter and resume to: mary.hagan@lakewoodoh.net

CONTACT: Mary or Amy at 216-529-6055

http://www.ci.lakewood.oh.us/citygovern_council.html