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www.lakewoodoh.gov

Lakewood City Council
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Ward Council
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CINDY MARX, WARD 4

Lakewood City Council Intern

Summary

Lakewood City Council is seeking a highly motivated college student with an interest in government and public service for a part-time internship opportunity. Pay is \$16 per hour.

Schedule: Internship will be approximately 10-15 hours per week for 16 weeks starting in September. Intern must be available to staff public meetings on Monday evenings (approximately 5:30 – 9:30 p.m.). Other work hours are flexible within the hours of 8:00 a.m. – 5:00 p.m. Occasional weekend hours may be required.

Requirements: Applicants should be pursuing a college degree. Potentially relevant fields include political science, humanities, law/paralegal, and library sciences. All majors are welcome to apply. Applicant must be a strong writer, problem solver, and collaborator. A writing sample is required.

Potential Duties Include:

- Meeting and agenda preparation
- Manage audio/visual duties of Council meetings
- Meeting follow-up duties including producing minutes, filing, etc.
- Help maintain Councilmembers' calendars
- Fulfill internal and external records requests
- Deliver excellent customer service to residents who contact the Council Office and who attend Council Meetings
- Research policy questions related to the legislative priorities of councilmembers
- Draft ceremonial resolutions, docket items, and constituent correspondence as assigned
- Represent Council at community outreach events

To apply: Email cover letter and resume to Maureen Bach, Clerk of Council at council@lakewoodoh.net. Deadline to apply is July 20, 2023.

About Lakewood City Council: The City of Lakewood operates under a City Charter that provides for a Mayor/Council form of government and designates City Council as the legislative

branch of Lakewood's City government. There are seven council members, three at-large and one for each of the City's four wards, who serve staggered terms that last four years.

As the legislative arm of Lakewood City government, the chief function of City Council is the making of laws. While serving as the city's lawmaking body, Council also monitors the operation and performance of the City budget. In addition, Council members serve as their constituents' links to their local wards.

The Clerk of Council, appointed by City Council, maintains records of proceedings of City Council and records of ordinances and resolutions adopted by City Council. The Clerk's office is the designated repository for all official documents of the City. The Clerk publishes the minutes to reflect all legislative action, provides notice of regular and special meetings of City Council, and provides reference and research services regarding enacted or pending legislation.