

**Kevin L. Bishop** COUNCIL MEMBER, WARD 2

COMMITTEES: Municipal Services & Properties - *Chair* • Finance, Diversity, Equity & Inclusion • Transportation & Mobility
Utilities • Operations

Today's Date	1/26/23
Job Information	
Job Title	Intern
Responsibilities & Duties	<ul style="list-style-type: none"> • Ward 2 evaluations and tours <ul style="list-style-type: none"> ◦ Reporting dilapidated structures and houses ◦ Maintenance of vacant lots ◦ Respond to a variety of constituent inquiries and issues • Working with the general public in person or over the phone • Light filing, mailing assistance, and print production • Serve as a positive representative of the Cleveland City Council office both inside and outside of the office
Required Qualifications (specific knowledge, skills, competencies, abilities)	Students who apply for this internship must be proficient in both written and oral communication. Computer skills required include typing, Microsoft Office, Outlook, and Google Sheets. Self-motivated and capable of working independently. The ability to think critically, solve problems creatively, and pay attention to detail are all required.
Qualifications	At the start of the internship, the ideal candidate will be enrolled in an educational program and have a passion for public policy, community organizing, political science, economics, communications, and public relations.
Anticipated Schedule	Flexible hours. Typical work hours M-F 9:00 a.m. – 5:00 p.m. –Summer June 1 – August 31, 2023
Compensation	\$16.00 an hour
Preferred Student Major	Public Policy, Community Organizing, Political Science, Economics, Communications, Public Relations or a similar area of study or career path.
Company Information	
Company Name	Cleveland City Council
Company Description	Local government – Legislative
Department	Ward 2
Website:	https://www.clevelandcitycouncil.org/council/council-members/ward-2
Job Location	601 Lakeside Ave., Rm. 220, Cleveland, Ohio 44114 and Ward 2 area
Position Reports to:	Councilman and/or Executive Assistant
Position Reports to:	Councilman Kevin L. Bishop and Naila R. Deskins
Supervisor's Contact Phone Number	(216) 664-4945

Please send resumes to:	ndeskins@clevelandcitycouncil.org
As part of the employment selection process, our company requires:	Transportation. Additionally other expenses are the responsibility of the intern
Deadline for Application	May 12, 2023