

SUMMARY OF POSITION

The Office of the Mayor is seeking an intern to assist the Mayor and staff with administrative tasks, staffing, and special projects as needed. This internship will average 10 hours weekly at the rate of \$20/hour for up to 6 months. Weekly schedule to be determined (will consider school schedule). This internship is designed to immerse college students in a professional public service setting where they can interact with a cross-section of civic and community leaders. Students with community-minded interests or who wish to expand their civic knowledge are encouraged to apply. The Intern will be assigned projects on a case-by-case basis which could vary based on the student's area of study and the present needs of the Office of the Mayor. Much of the information the Intern has access to may be highly confidential information that cannot be discussed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- May support front desk staff by answering incoming calls efficiently and professionally, responding to each caller, taking detailed messages, assisting with general questions, and making referrals for proper handling.
- Provide clerical and other administrative support as required.
- Staff the Mayor at various community events, take photographs to document events and engagement.
- Assist and staff city outreach efforts and other public events.
- Conduct independent research on various policy proposals, projects of significance, contracts, or historical data.
- Perform other duties as directed and assume other responsibilities as assigned.
- Always maintain professionalism.

QUALIFICATIONS NEEDED:

- Have obtained a high-school diploma or GED and be enrolled in an undergraduate or graduate program at any local college or University.
- Majors or Minors in Political Science, Public Relations, Communications, or Law are recommended.
- Must possess excellent speaking, writing and computer skills and be able to efficiently work collaboratively and with minimal guidance.
- Experience or familiarity with an array of social media platforms, including Twitter, Facebook, and WordPress is desirable.

APPLICATION DETAILS

Applicants should include a resume/CV describing why you are interested in this internship. Please send your information to hrd@cityofhaverhill.com and indicate "Mayor's office internship". All information received will be reviewed and considered by the mayor's office.