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[www.lakewoodoh.gov](http://www.lakewoodoh.gov)

Lakewood City Council  
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**Council at Large**  
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TRISTAN RADER  
SARAH KEPPLER

**Ward Council**  
KYLE BAKER, WARD 1  
JASON SHACHNER, WARD 2  
CINDY STREBIG, WARD 3  
CINDY MARX, WARD 4

## Lakewood City Council Intern

### Summary

Lakewood City Council is seeking a highly motivated college student with an interest in government, public policy, and public service for a paid part-time internship opportunity. Pay is \$17.59 per hour.

**Schedule:** Internship will be approximately 10-15 hours per week for approximately one semester starting in late August or early 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. Relevant fields include but are not limited to 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 recent 2–5-page academic writing sample is required.

### Typical 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, meeting reports, and constituent correspondence as assigned
- Represent Council at community outreach events

**To apply:** Email cover letter, 2–5-page academic writing sample, and resume to Maureen Bach, Clerk of Council at [council@lakewoodoh.gov](mailto:council@lakewoodoh.gov). Deadline to apply is July 22, 2024.

**About Lakewood City Council:**

Lakewood City Council is comprised of seven Councilmembers; Three who represent the city at-large, and four who represent each of the city's wards. As the legislative branch of City government, City Council monitors and oversees city finances and operations and initiates changes in response to new information and resident feedback. City Councilmembers are ambassadors for the City, liaisons to City Hall and experienced problem solvers who help residents navigate questions or concerns about neighborhood issues and city services.

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.