



City of Cleveland Heights
Career Opportunity Announcement

Mayoral Intern (Fall 2026)

COMMUNITY BACKGROUND:

Cleveland Heights is a diverse, progressive first-ring suburb of about 45,312 residents, located minutes from downtown Cleveland and University Circle. As Ohio's 20th largest city and ninth densest, it offers a walkable residential setting with several neighborhood business districts. Known as "Home to the Arts," Cleveland Heights is committed to sustainability and equity.

THE MAYORAL INTERNSHIP PROGRAM:

The Cleveland Heights Mayoral Internship Program gives college students hands-on experience in local government. Interns work closely with the Mayor, Mayor's Office staff, and Department Directors. Placements are based on each student's interests, experience, and skills, as well as the City's needs.

Prospective mayoral interns will be high school graduates currently enrolled in a four-year college or university as undergraduate or graduate students. The ideal candidate will have strong written and oral communication skills, a record of academic achievement, a demonstrated commitment to public service, and an ability to work in a fast-paced environment. Candidates will have strong interpersonal skills and demonstrate an understanding of the importance of maintaining a high level of ethics and integrity in the work environment.

DUTIES AND RESPONSIBILITIES:

Internship responsibilities and duties may include:

- Preparing correspondence, presentations, memos;
- Answering and referring constituent calls;
- Assisting with project and event coordination/execution;
- Participating in outreach and marketing efforts;
- Representing or accompanying the Mayor or Mayor's staff at meetings, when appropriate;
- Researching economic and market trends, policy matters, and legislative issues;
- Reviewing, summarizing, and analyzing data and reports.

ADDITIONAL INFORMATION:

Interns are paid \$15.00 per hour, may receive academic credit, and may work roughly 15-20 hours per week; however, depending on the season and individual requirements, additional hours and schedules may be necessary.

TO APPLY:

Submit a cover letter and resume through the City of Cleveland Heights portal:

<https://www.governmentjobs.com/careers/clvhts>

The City of Cleveland Heights is an Equal Opportunity Employer.