



Kevin L. Bishop COUNCIL MEMBER, WARD 2

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

Today's Date	4/19/2022
Job Information	
Job Title	Intern
Responsibilities & Duties	<ul style="list-style-type: none"> • Ward 2 tours and evaluations <ul style="list-style-type: none"> ○ Reporting dilapidated houses and structures ○ Vacant lot maintenance • Assist with responding to a variety of constituent inquiries and issues • Working with the public either in person or on the phone • Light filing, assist with mailings and print production • Serve as a positive representative of the office of Cleveland City Council both in and out of the office
Required Qualifications (specific knowledge, skills, competencies, abilities)	Students applying for this internship must be fluent in both written and verbal communication. Typing, Microsoft Office, Outlook, and Google Sheets are among the computer skills required. Self-motivated and capable of working with little supervision. Critical thinking, problem solving creativity, and attention to detail are all required skills.
Qualifications	The ideal candidate will be enrolled in an educational program at the start of the internship and have an enthusiasm 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 & Fall – June 1 – December 31, 2022
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 20, 2022