

Cleveland City Council Summer Internship: Seeking candidates

Cleveland City Council Paid Internship

Cleveland City Council (Ward 10 Councilman Anthony Hairston) is looking for the ideal candidate to join Council for a Summer internship program for 2019. The program requires the candidate to work 25 hours per week; the standard hours would be from 9:00 a.m. until 5:00 p.m. Monday through Friday. Occasional projects and programs are sometimes scheduled after 5:00 p.m. and on Saturdays (an advance notice will be provided for events scheduled outside of normal business hours).

Requirements:

Must have minimal customer service experience with the ability to: answer phones and routing calls to the correct person or taking messages

Provide general administrative support to the Executive Assistant and Councilman
Familiar with Excel and Word

MS Office suite knowledge

Ability to organize a daily workload by priorities

A proactive approach to problem-solving with some decision-making skills

Professional level verbal and written communications skills

Position Details:

The candidate will be required to support phone services, document call information (via excel), filing, assisting the Executive Assistant and Councilman as needed.

The primary location for the position is located at Cleveland City Hall.

Rate of pay is \$15.00 hourly

The program will run through August of 2019 with the potential to extend

***If interested in applying please send resume to Terese Denton, Executive Assistant to Councilman Anthony Hairston:
tdenton@clevelandcitycouncil.org***