

JOB OPPORTUNITY

City of Lakewood Office of the Mayor Internship

The Office of the Mayor

This department and the Mayor, Meghan F. George, are the executive head of the City of Lakewood. The City of Lakewood Office of the Mayor houses the Mayor, the Mayor's Chief of Staff, the Mayor's Administrative Assistant, and Community Relations Specialist. All Directors report to this Office, including the Police and Fire Chiefs as the Mayor serves as the Safety Director of the City.

Internship Description

The City of Lakewood is seeking an Intern to work directly with the Mayor's Office staff to gain hands-on practical experience working on various projects within the city. It is our objective to provide the intern with a multi-disciplinary experience using the latest technology to support his or her work. The intern will spend their time working individually and collaboratively to complete assigned projects within a given timeline. This is an unpaid internship, and a 20-hour work week is preferred, and the City is flexible on number of hours and/or days of the week that an intern may be present, understanding that the placement is unpaid. This internship is anticipated to run through August 2022.

The intern will gain experience in several areas with a focus on communications and oversight overall internal departments, internal and external communications with City employees and City residents. Some flexibility to attend evening meetings with the community would be desired.

Qualifications

- Candidate must be currently enrolled in at least their junior year within any urban affairs discipline at Cleveland State University. Master's degree students are preferred.
- Working knowledge of Microsoft Office (Outlook, Word, Powerpoint, and Excel are required); Microsoft Teams, Adobe Suite (InDesign), and GoToMeeting/Zoom experience preferred
- Strong analytical, conceptual, communication and organizational skills.
- Interest and/or coursework in City Government and Leadership
- Desire to learn about city functions.
- Previous related internship experience preferred.
- Ability to effectively interface with all levels of personnel and management.
- Ability to work and thrive in a team environment.
- Strong problem-solving skills.
- Ability to self-motivate and work productively without supervision.
- Experience communicating using graphics.
- Excellent oral and written communication skills. Must be able to talk with residents, business owners and represent the City in the community.

- Willingness to learn and adapt quickly to city practices and
- Access to transportation to travel throughout the community in support of projects

Application Process

Qualified interested applicants should visit www.lakewoodoh.gov/human-resources/ to complete an application. To be considered please include a cover letter and your resume with your application.

Application deadline: April 22, 2022.

The City of Lakewood is an Equal Opportunity Employer