

Civic Internship Program: Sample Job Description

Internship Timeframe: September-May

Pay Rate/Schedule: \$15 per hour, 10-12 hours per week

- 10 hours on site internship work every week (flexible scheduling)
- 2 hours professional development/civic exploration every other Friday morning (opposite weeks reserved for Friday morning class)

What does “civic” even mean?

We're glad you asked! As a Civic Intern, you will expand your understanding of how local government functions while analyzing complex social issues and developing your own identity as an engaged citizen.

How do I know if I'm a good fit for a Civic Internship?

Do you see yourself as someone who wants to act and lead in pursuit of the public good? Do you consider yourself someone good at thinking critically and problem solving? Do you enjoy working with people from diverse backgrounds and cultures? If so, you would be an excellent fit for a Civic Internship!

What will the work look like?

Here's the fun part: this isn't a "one size fits all" type of internship. We are excited to work with internship candidates to tailor the experience to their interests, strengths, and career aspirations. Here are some of the roles Civic Interns have worked in past years:

- HR/Recruitment
- GIS
- Election Administration
- Assessing

Additionally, *all* Civic Interns will engage in professional development and civic exploration through additional meetings, activities, and discussions, including:

- Ride-alongs with a deputy sheriff, public health team member, social worker, deputy medical examiner or a civic engineer
- Sit-ins for board committee and board meetings
- One-on-one meetings with government officials, such as the County Executive or City Mayor
- And much more!