



Summer Internship Program
May 26, 2020 - August 7, 2020
External Employer
Job Description

Employer: Cleveland City Council - Ward 2
Assignment Address: 601 Lakeside Avenue, Room 220, Cleveland, Ohio 44114
Job Category (Select up to 2): Customer Service/Office Administration
Work Schedule/Hours: 10 hours a week, (2 days a week for 5 hours)
Internship Duration: 10 Weeks
Internship Dates (Start/End): May 26, 2020 / August 7, 2020

Company Profile: (e.g., in one or two sentences, describe your business)

Cleveland City Council, the legislative branch of the City of Cleveland, serves citizens by monitoring city departments, approving budgets, and enacting legislation to improve the quality of life in an effective and financially responsible way. Cleveland City Council serves the interest of the residents of Cleveland and works with the Mayor's administration to improve the quality of life within the City of Cleveland.

Job Responsibilities: (e.g. functions and/or projects)

- Ward 2 tours and evaluations
- Working with the public either in person or on the phone
- Assist with responding to a variety of constituent inquiries and issues
- 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: (e.g. declared major; specific coursework; competencies, knowledge, skills, and abilities)

- Proficient with Microsoft Office (Word, Excel, PowerPoint, Outlook) and Google Sheets
- Critical thinking, creative problem solving and attention to detail
- Self-directed and able to work with minimal supervision

Preferred Qualifications: (e.g. declared major; specific coursework; competencies, knowledge, skills, and abilities)

- Have an interest in public policy, community organizing, political science, economics, communications, public relations
- Excellent written and verbal communication skills
- Conflict resolution experience