



Mayor's Office Internship Program

**Overview of
Departments**

Fall 2017

Overview of the Mayor's Office Internship Program

The Mayor's Office Internship Program provides a unique opportunity for undergraduates and graduate students to learn about and contribute to city government. As an intern, you will be assigned to a specific department in the Mayor's Office and work closely with all levels of local government as well as the various department that compromise the City of Indianapolis.

You will be assigned to substantive projects providing research, administrative, and staff assistance to city officials in various departments across the City of Indianapolis. You will have the opportunity to learn about careers in local government, hear from city leaders, and experience the day-to-day operations of city government.

Internship Departments

The Mayor's Office Internship Program is composed of ten departments/offices; these will provide you with an opportunity to expand your knowledge in public service.

Constituent Services

The Constituent Services intern will have the opportunity to keep track of all the constituent services and will assist with the writing of various recognition projects including: proclamations, certifications, welcome and greeting letters. Additionally, this intern will process correspondence and maintain records of it, monitor news outlets for possible recognition opportunities, conduct research for special projects.

Economic Development

The Economic Development Intern will assist in the development of plans and incentives for attracting and retaining business in Indianapolis. This intern will conduct research related to community development in Central Indiana and will staff and shadow the Deputy Mayor of Economic Development during meetings and presentations with key stakeholders in the community.

Communications

The Communications Interns Team will work with the Mayor's Communication Department. The interns will be responsible for updating the city's website and social media pages. These interns will have the opportunity to capture photographs at city functions, collaborate and disseminate information with local news outlets, and prepare drafts for departmental press releases.

Education Innovation

The Office of Education Innovation (OEI) intern is a graduate level student who will assist with a city-wide teacher housing initiative. The intern will be responsible for researching national teacher housing models as a form of teacher recruitment and retention, and working with the Strategy and Engagement Manager to conduct research and build a framework for the Poverty and Education initiative.

International and Latino Affairs

The Office of International and Latino Affairs (OILA) intern will work with both local and international project. Interns will provide support with the efforts to ensure information is accessible to non-English speaker constituents. The intern will also have the opportunity to attend meeting with the Director and other international leaders. Additionally, the intern will represent the office at special events such as fairs and festivals to connect with the local International and Latino Community.

Minority and Women Business Development

The Office of Minority and Women Business Development (OMWBD) intern will assist the department in maintaining a database, work with data entry, event planning, including the logistics and executions of the events. Additional responsibilities include the review of vendor registrations packets and creating various projects.

Public Health & Safety

The Office of Public Health & Safety (OPHS) Interns will work with projects focused on decreasing recidivism cycle amongst ex-offenders and targeting food insecurity in Indianapolis. OPHS interns will gather data pertaining to active research projects, provide recommendations of best practices, and be active participants in community meetings.

Legislative Affairs

The Legislative Affairs Intern will assist the legislative director with monitoring meetings, preparing notes and memos, and conduct legislative research. This individual will also assist with some administrative duties and scheduling. A good candidate will possess basic clerical skills, researching capabilities, and the desire to learn the local and state legislative processes.

Neighborhoods

The Neighborhood Intern will assist with research, scheduling, and event planning; compiling information; processing incoming correspondence and maintaining records; monitoring newspapers for possible recognition opportunities; and attending neighborhood meetings, clerical functions as necessary.

Veterans Affairs

The Veteran's Affairs Intern will connect assist with veterans that contact the Mayor's Office requesting information and/or services. The intern will analyze data collected by the Mayor's Action Center (MAC) and prepare reports that will aid in the decisions of future policies for the veteran community. Most importantly, this intern will help connect veterans to resources within the city and assist them through the Veterans Affairs claims process.

APPLY TODAY:

www.tinyurl.com/IndyMOIP17FA

Fall 2017 Deadline:

Friday, April 21st – 5:00 PM EST



More Information:

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