



CITY OF SOUTH BEND
PETE BUTTIGIEG, MAYOR
OFFICE OF THE MAYOR

Mayor's Office Internship

Internship Title: Office of the Mayor Intern
Internship Times: Weekdays during traditional business hours (8:00 am – 5:30 pm); days are flexible
Salary: Unpaid
We are currently accepting applications on a rolling basis.

Internship Description

The Office of the Mayor is seeking interns to assist the Mayor and staff with administrative, staffing, and special projects as needed. Duties include: responding to constituent concerns via telephone, email and traditional correspondence in timely, efficient manner and redirecting to other city departments or outside agencies when necessary; creating and maintaining records relating to the assistance provided; creating informational briefings for the Mayor and staff for internal meetings and public events; assisting the Director of Communications with media research; organizing and coordinating city outreach efforts and other public events; and conducting in-depth policy research on areas as assigned. Interns will also have opportunities to staff the Mayor and his executive staff at public events and meetings as they arise.

Required Qualifications:

- Experience with Microsoft Word, and Excel
- Ability to work with a degree of autonomy
- Enjoyment of working and interacting with variety of people
- Must be flexible, courteous, and interested in public service as well as a wide variety of public functions

Other Qualifications:

- Excellent communication, writing, and analytical skills
- Quick learner
- Ability to work well with others
- Foreign language skills (especially Spanish) a plus

Send Resume & Statement of Interest to:

Human Resources

humanresources@southbendin.gov