



Intergovernmental Relations Internship - Spring 2017

Position Information

Employer:

Office of Mayor Chris Coleman

Division:

N/A

Title:

Intergovernmental Relations Internship - Spring 2017

Description:

The Office of Saint Paul Mayor Chris Coleman is seeking applications for a spring internship with the Mayor's Intergovernmental Relations (IGR) team during the 2017 Legislative Session. The position would begin December 27, 2016 and last until May 26, 2017.

A successful applicant will work with the IGR team to advance the City's legislative agenda at the state legislature. Preferred candidates are recent graduates from an undergraduate program or current/recent students in a graduate or law school program.

Job Responsibilities:

- Assist in the implementation of the City's 2017 legislative agenda;
- Track, monitor and analyze legislation affecting the City of Saint Paul;
- Attend and monitor committee hearings and press conferences;
- Write and edit weekly reports outlining activities at the Legislature;
- Research legislative issues and other federal, state and City policies; and
- Other duties as assigned.

Salary Range: \$9 - \$12 per hour; 20 – 40 hours per week. Interns are responsible for their own transportation and parking at City Hall (parking at the State Capitol provided).

Location:

Location #1

Nationwide
no
City
St. Paul
State/Province
Minnesota
Country
United States

Position Type:

Paid, Internship

How To Apply

Application process: In order to process your internship application, please email the following materials listed below in one package to Katie Knutson at Katie.Knutson@ci.stpaul.mn.us

- Cover Letter
- Resume
- Three References

Only complete applications will be considered. Applications due by noon on Friday, November 4th ,2016.

Applications accepted via:

- Other

Important Dates

Posted On:
Oct 25, 2016


Applications Accepted Until:
Nov 04, 2016

Contact Information

Employer: Office of Mayor Chris Coleman
Name: Liz K. Xiong
E-mail: Liz.Xiong@ci.stpaul.mn.us
Address: 15 West Kellogg Boulevard
Suite 390

Saint Paul, MN
55102 United States

Salary Level:

\$9 - \$12 per hour 

Job Function:

Public Policy, Government, Law

Desired Start Date:

December 27, 2016

Duration:

December 27, 2016 - May 26, 2017

Approximate Hours Per Week:

20 – 40 hours per week

Qualifications:

Qualifications:

- Strong writing and research skills.
- Ability to work with minimal supervision.
- Availability to work evenings, weekends and unpredictable schedules, if needed.