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

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15 West Kellogg Boulevard
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Saint Paul, MN
55102 United States

https://macalester-csm.symplicity.com/manager/index.php?s=jobs&mode=form&id=d1ab824833da193cae0cedbb3a9e632
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.