



General Administrative Support Internship Opportunity

Office of Mayor Virg Bernero – City of Lansing

~ Internship Applications are Being Accepted for Immediate Hire ~

The Office of the Mayor serves as the executive branch of the city and provides services to its residents. The executive administrative branch assists the Mayor with supervision and coordination of the several departments of government, which include police, fire, public service and planning and neighborhood development. The Mayor's responsibilities include oversight and enforcement of the laws, ordinances and regulations of the City. The Mayor is also responsible for the economic development, public safety and financial stability of and real estate owned by the City.

An internship with the Office of Mayor Virg Bernero offers hands-on experience in a fast paced, municipal environment where a wide range of local policy decisions are made. Your work will bring you into contact with local elected officials, City of Lansing administrators, international visitors, business and neighborhood leaders and residents. This is a great opportunity for you to develop your skill sets in an atmosphere that will allow you to become knowledgeable and experienced in many areas.

Mayoral Intern Tasks Include:

- **Coordinating Special Projects**
- **Composing Correspondence and Proclamations**
- **Generating Ad Designs**
- **Analyzing and Researching Policy Proposals**
- **Representation at Meetings and Events**
- **Processing of Contracts and Bids**
- **Constituent Intake & Resolution**
- **Familiarity with Customer Service and Telephone Etiquette**
- **General Office & Administrative Duties**

Applicants Must Possess: A strong desire to work in a governmental/political environment or an administrative settings. Have solid verbal and written communication skills. Be proficient in Microsoft Office applications (Word, Excel, and Publisher) and the Internet. Applicants must also possess general office, analytical, research and organizational skills.

Other: Scheduling is flexible and can be tailored to fit the needs of the student. A minimum of 25 hours per week is required. Individuals must provide their own transportation, but complimentary parking will be provided. Internship is immediate, upon acceptance, through December 31, 2017 at a rate of \$10.00 per hour.

Resumes and writing samples will be accepted on a rolling basis. Your cover letter should include your particular interest in an internship with the Office of Mayor Virg Bernero and any special skills you may possess. If considered, applicants will be notified by telephone or e-mail to schedule an interview.

Mail, Email or Fax Letter of Interest, Resume, Two Letters of Recommendation and Intern Application and Disclosure to:

*Office of Mayor Virg Bernero
Attn: Renee Morgan Freeman
124 West Michigan
9th Floor City Hall
Lansing, MI 48933
Renee.Freeman@lansingmi.gov
517: 483-4141/Telephone*

INTERNSHIP OPPORTUNITIES WITH THE OFFICE OF MAYOR VIRG BERNERO FROM

AN INTERN PERSPECTIVE ...

As an intern for Mayor Bernero I really enjoyed being part of a team that works to make Lansing a better place to work, live, and play every day. I made valuable connections with those who work for and in conjunction with the city and made a lot of wonderful friends along the way. I also served as coordinator for the Mayor's Capital Area Senior Activities Fair which allowed me to connect with members of the community and gain skills necessary to effectively coordinate a large event. – C. Doolittle

My favorite part about being an intern was working with the staff at the Mayor's office. Once you have other jobs you really appreciate the humor and kindness in the office. I also enjoyed going to City Council meetings. – A. Alley

I am departing for Panama in February 2015 to serve in the Peace Corps. I will be a community environmental conservation volunteer with the task to promote environmental stewardship to youths and other local members. The Mayor's office taught me that real change happens on the community level, a perspective I will use wholeheartedly during my service and in life. – C. Ferguson

My favorite part of being an intern was being a liaison between constituents and the internal workings of the city government. Hearing real problems that citizens are having and then working with different parts of the city government in order to help a constituent was a gratifying feeling. – S. Shaikh

I loved being a part of the Lansing community and being able to make a difference. As a Mayoral Intern, I assisted with annual events such as March is Reading Month and the Mayor's Family Riverwalk. I also helped resolve residents' issues when they called the office. – V. Desai

My favorite part of the internship was accompanying the Mayor to different functions, meeting the "movers and shakers" and seeing how he was able to make effective change with his charisma alone. – R. Elchemmas

Besides providing invaluable experience of working with so many wonderful people, an internship at the Mayor's office offered numerous possibilities to participate in city events, presenting excellent opportunities for networking and engaging in the community. – L. Zabiellina



Virg Bernero, Mayor

Office of Mayor Virg Bernero Internship Application and Disclosure

Last Name: _____ First Name: _____

Telephone: _____ Cellular _____

Email: _____

Permanent Address: _____

City: _____ State: _____ Zip: _____

Temporary Address: _____

City: _____ State: _____ Zip: _____

Internship/Educational Information

Dates desired for Internship: _____ through _____

Days/Hours of Availability: Mon. _____ Tues. _____ Wed. _____

(ex. 8:30am – 1:30 pm) Thurs. _____ Fri. _____ Weekends _____

Educational Institution: _____ Degree Field: _____

Currently Attending: Yes No

Will Internship be for Credit: Yes No

Emergency Contact: Name: _____

Relationship _____ Phone: _____

*Please submit Application, Letter of Interest, Resume and two letters of recommendation to:
Attn.: Renee Morgan Freeman, 124 Michigan, 9th Floor, Lansing, MI 48933 – 517.483.4141
Renee.Freeman@lansingmi.gov or fax to 517.483.6066*

Disclosure

I understand that:

1. The General Administrative Position requires a minimum of 25 hours per week at the rate of \$10.00 per hour through December 31, 2017;
2. I will be considered an at-will City of Lansing Contract employee;
3. I am to conduct myself with honesty and integrity in the performance of my duties;
4. This agreement may be terminated at any time by the intern, the educational institution, or The City of Lansing;
5. Submission of this application does not constitute acceptance;
6. I have NOT been convicted of any felonies, and do not have a criminal record or any criminal matters pending;
7. There may be a background check conducted; and
8. I will become privy to confidential information during my internship and I agree to keep this information strictly confidential.

By signing and submitting this document, I declare that the above information is true and correct.

Applicant Signature

Date