

Mayor Greg Ballard Internship Program

Title: Mayor's Office Intern – Summer 2015
Department: Communications
Start Date: May 18, 2015
End Date: August 14, 2015
Compensation: None (free parking)



The Mayor's Office of Communications for the City of Indianapolis is looking for an energetic and professional intern is interested in honing existing communications skills and developing new ones.

Mayor Ballard's Internship Program gives undergraduate and graduate students an opportunity to experience the administration of local government in the nation's 13th largest city. Each department works closely with other departments in the Mayor's office, giving Mayor's Interns a broad view of the operations of the city in a fast-paced and professional environment.

Job Description

The Communications Intern will gain hands-on experience in media relations and other communications functions by assisting in:

- Tracking news clips and maintaining media archives
- Researching information as needed for various communications vehicles
- Writing/designing/editing communications materials
- Organizing and executing events, including staffing the event and taking photos for archives
- Managing/updating the Mayor's website, assisting with social media endeavors
- Other projects and duties as required

Preferred skills

The ideal candidate is a self-starter with solid research and writing skills and attention to detail, as well as familiarity with/interest in learning the following areas:

Editing * Event Planning * Social Media/Email Marketing * Website Design * Municipal Government

All Mayor's Office Interns will be required to assist in general office management and clerical functions. Internship orientation is on Monday, May 18th.

Resumes and Three References Must be Submitted via Email by Sunday March 29th to:

Erin Ragland, Office Coordinator
Office of Mayor Greg Ballard
Erin.Ragland@indy.gov