

Mayor Greg Ballard Internship Program

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



Job Description:

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.

The Economic & Enterprise Development Intern will assist in the development of plans and incentives for attracting and retaining businesses in Indianapolis. The intern will conduct research related to economic and community development issues in Indianapolis and other cities and regions. Additionally, the intern will assist in operational efficiencies and transactions that positively affect the city's operational budget and footprint.

All Mayor's Interns will be required to assist in general office management and clerical functions.

Internship orientation is on Monday, May 18, 2015.

Resumes and Three References must be submitted via Email with the internship title in the subject line by Sunday March 29th to:

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