

Mayor Greg Ballard Internship Program

Title: Mayor's Intern – Summer 2015
Department: Latino Affairs
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 Latino Affairs intern will have the opportunity to assist the Office of Latino Affairs in promoting the global reach of Indianapolis by creating awareness of our existing Latino community in the city; and cultivating collaborative relationships throughout the varied Latino cultures in Indianapolis. The intern will also plan, organize, promote and coordinate programs and activities related to Latino outreach and development; including programs involving cooperation with public agencies (federal, state & local), educational institutions, businesses and community groups. Spanish fluency is highly encouraged.

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**

