

## Mayor Greg Ballard Internship Program

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

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### 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.

Mayor's Neighborhood Liaison interns will have the opportunity to participate in the following activities:

- Compiling an Orientation Booklet
- Attend neighborhood meetings, including Taskforce Meetings, Community Events and Monthly Meetings
- Attending various Mayoral functions
- Assist with researching and/or investigating requests
- Conducting research for special projects
- Processing correspondence and maintaining records
- Monitoring newspapers for possible recognition opportunities
- Multi-lingual preferred but not required
- Some nights and weekends required

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

Internship orientation is on Monday, May 18, 2015, Conference Room 2160, City-County Building.

**Resumes and Three References Must be Submitted via Email by Sunday March 29<sup>th</sup> to:**

Ned Wissel  
Office Manager  
Office of Mayor Greg Ballard  
[Ned.Wissel@indy.gov](mailto:Ned.Wissel@indy.gov)