

Mayor Greg Ballard Internship Program

Title: Mayor's Intern – Summer 2015
Department: Minority & Women Business
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 Department of Minority & Women Business Development (MWBD) of the City of Indianapolis strives to enhance the city's growth and economic stability by promoting contracting and procurement opportunities for Minority-, Women-, and Veteran-Owned Businesses.

The MWBD intern will assist the department in database maintenance, data entry, event planning, organizing and execution. Additional responsibilities will include review of vendor registration packets as well as creating various reports.

All Mayor's 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 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**