

Mayor Greg Ballard Internship Program

Title: Mayor's Intern – Summer 2015
Department: Office of Neighborhoods
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 Office of Neighborhoods is dedicated to helping all citizens of Indianapolis receive the highest levels of service possible from all areas of city government. The Office of Neighborhoods works to ensure that the Mayor's Office is involved with helping to improve the quality of life for all Indianapolis residents.

The Office of Neighborhoods Intern will assist our partners in the community to strengthen the social, physical and economic infrastructure of Indianapolis' neighborhoods and communities in need. The Intern will assist in planning, organizing and execution of community events. The Office of Neighborhoods Intern will also assist in coordinating the Mayor's Youth Council.

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**