Office of the Mayor, City of Tucson

Spring 2013 internship opportunity

Located at City Hall, 255 W. Alameda St., 10th floor

Contact: Carmen Noriega Executive Assistant to the Mayor

520-791-4201
Carmen.noriega@tucsonaz.gov

Requirements:

- Submit a cover letter and resume to apply for internship with this office
- 10-15 hours per week commitment, interns must be able to work during business hours M-F (8:00AM – 12:00PM, 10:00AM-2:00PM, 1:00PM-5:00PM).
- Internships are non-paid positions.
- Ability to multitask and follow directions.
- Ability to remain calm in a fast paced environment.
- Attention to detail.
- Warm and friendly attitude.
- Possess strong skills in Microsoft Word, PowerPoint and Excel.
- Ability to work in a team setting as well as independently.
- Professional demeanor.
- Must have reliable transportation to work.
- Business professional dress is required (no jeans/sneakers/logo t-shirts)

Program Structure:

- Attends City Council meetings and briefings as needed.
- Attends press conferences as needed.
- During the summer months, interns may be asked to work on the Mayor's Back to School Fair.
- Interns will have the opportunity to spend 30 minutes to 1 hour with the Mayor during the internship to ask questions.
- Accompanies the Mayor or Staff to events (if necessary).
- Visit City facilities and operations.
- An end of internship group / individual project based on an issue that the student chooses to analyze and develop strategies to address.

Responsibilities

- Assists with answering phones.
- Opens and distributes mail, filing and typing.
- Assists in preparing Proclamations, Retirement Plaques and Special Recognitions.
- Assists in drafting Welcome and Congratulatory letters.
- Assists with Constituent Correspondence.
- Assists in special projects.
- Data compilation and entry.
- If needed, may assist the City Manager’s Office as a greeter in City Hall.