Intern
Job Description

Salary: School Credit or volunteer, no salary.

Capable individual with knowledge of basic office procedures to include phones, computers, and able to work with public. Prefer bilingual. Duties may include small research projects to be done under minimal guidance and supervision. Would also like to have someone who is interested in or has experience putting together a newsletter.

Qualifications:
Good phone skills/etiquette, computer literate. Interested in learning the intricacies of City Government and working with the community. Able to work 10-15 hours per week as needed.

Start date: flexible.

Contact: Melinda Jacobs, Ward 5 Council Aide  520-791-4231