

City of Eugene, City Manager's Office Program Support Internship

Term of Internship: Single internship spanning Fall/Winter/Spring terms

Fall (Aug. 15) Winter (Nov. 1) Spring (Feb. 1) Summer (May 1) Ongoing

Organization Information

Name of Organization	City of Eugene, City Manager's Office
Street Address	101 W. 10 th St, 2 nd Floor
City, State Zip Code	Eugene, OR 97401
Web Site	https://www.eugene-or.gov/

Contact Information

Site Supervisor	Jason Dedrick
Title	Policy Analyst, City Manager's Office
E-mail Address	Jdedrick@eugene-or.gov
Phone	541-682-5033

Description of Organization:

The City of Eugene provides comprehensive municipal services for the community that support the livability and prosperity of all community members. The City Manager's Office sits at the nexus of many of the cross-organizational policy and operational issues that the organization is engaged on at any given time. Aside from providing support to the Mayor & City Council, the office also contains the Human Rights and Neighborhood Involvement Office, City Recorder's Office as well as Intergovernmental Relations and Homelessness functions.

Internship Position Title & Number of Openings

Position Title: City Manager's Office Program Support Intern	Number of Openings: 1
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Pay:

Yes <input checked="" type="checkbox"/>	Hourly Wage:	Stipend: \$500 per term
No <input type="checkbox"/>		

Hours: The academic term is 10 weeks.

Anticipated hours/week: 12

Internship Description:

This internship will span the length of the academic year (Fall, Winter, Spring). The primary function will include working with the Eugene Youth Advisory Council (YAC). This is a 20–25-member group comprised of high school students from around the city, who engage and advise on key issues. General duties will include the following:

- Attend monthly meetings
- Attend agenda planning and debrief meetings with Mayor, YAC Officers and staff
- Assist with securing guest speakers for meetings
- Conduct meeting polls
- Determine and develop organizational and community contacts relevant to the YAC’s work
- Assist and support YAC Officers with tasks, as needed
- Serve as a liaison between the YAC and City Manager’s Office staff

There may be time for the intern to explore other learning opportunities, therefore the internship supervisor will work with the intern to identify additional learning goals that align with their interests. Additional tasks and responsibilities could support other City Manager’s Office functions such as Homelessness, Human Rights and Neighborhoods/Community Engagement.

The successful intern will learn skills associated with convening public meetings and policy analysis, as well as critical leadership skills such as communication with elected officials, meeting facilitation, written communication/document preparation and community engagement. By working inside in the City Manager’s Office, the successful intern will gain a working knowledge of how local government functions and be exposed to current policy and operational issues. The successful intern will gain a “real world” skill set that will be highly valued by prospective government and non-profit employers. Attendance at monthly YAC meetings will be important. These meetings occur on the 4th Wednesday of every month from 6:00-8:00 pm. Some travel within Eugene may be required to attend these meetings. Accommodations can be made for the intern to attend virtually and can be discussed during the selection process.

Qualifications:

General knowledge and skills required: Interested candidates should have strong communication skills (written and oral). The nature of the City Manager’s Office work also places a high value on overall professionalism in demeanor and work style. Candidates should feel comfortable with, and have an affinity for, communicating and working with high school students. Preferred skills would include an interest in local government and community engagement. Candidates should feel comfortable working in a dynamic setting and with taking initiative/being a self-starter. Good organizational skills will also be preferred as this individual may be juggling multiple important tasks at any given time.

Student Application Procedure & Deadline

<input checked="" type="checkbox"/> E-mail cover letter and résumé to site supervisor	Specify an application deadline or a date for first review/consideration. Applications are typically open for 2 weeks.
Other: Include in cover letter what specifically about this internship opportunity you find interesting and how it furthers your career/professional development goals	Application Deadline: May 6, 2021