CITY OF SCRANTON OFFICE OF THE MAYOR INTERNSHIP

Internship Function:

This internship in the Office of the Mayor of the City of Scranton will put you at the center of activity within the City. You will have the chance to work closely with the Mayor and his staff in a dynamic and challenging environment—with the chance to make a real impact on the local community.

The intern will be under the general supervision of the Mayor and his Confidential Secretary, and, in certain instances, the City Solicitor.

Potential Duties and Responsibilities:

1. Expand the City of Scranton’s online presence, with a focus on social media; regularly canvass other City departments for events and programs that might be promulgated appropriately on the City’s various websites and social media pages
2. Assist the Office with various marketing efforts, including the drafting of informational brochures for Office programs and, as above, through social media
3. Coordinate engagement opportunities with local businesses, non-profits, community groups, and other stakeholders.
4. Plan, develop, and implement an Office data intake and processing system.

Skills & Background:

1. Public policy, communications, IT, and/or political science coursework.
2. Knowledge of federal, state, and local government
3. Ability to accurately deal with difficult and sensitive situations.
4. Excellent communication skills (written and oral).
5. Proficient computer skills in Word, Excel, PowerPoint, and web applications.
6. Ability to problem solve and quickly pivot from task to task

Hours:

This internship would be 10-15 hours per week. There is flexibility on specific time and days, within the Monday-Friday 8-4:30 p.m. work-week. The internship would take place at City Hall, 340 North Washington Ave. in downtown Scranton.

To apply to this position, please email your resume and cover letter to Julie Shumacher Cohen, Director of Community & Government Relations, at julie.cohen@scranton.edu