

CITY OF SCRANTON OFFICE OF THE MAYOR - SUMMER 2020 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 her 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 her Special Assistant.

Potential Duties and Responsibilities:

1. Assist in the expansion of the City of Scranton's online presence, with a focus on social media; draft posts to regularly promote activities or programs on the City's various websites and social media pages.
2. Assist the Office with special projects, including the drafting of informational brochures for Office programs and, as above, through social media.
3. Plan, develop, and implement an office data intake & processing system and assist with tracking and responding to incoming requests.
4. Coordinate engagement opportunities with local businesses, non-profits, community groups, and other stakeholders.
5. Provide organizational assistance for the Mayor's Action Groups and the Mayor's Office Staff.

Skills & Background:

1. Public policy, communications, IT, and/or political science coursework.
2. Knowledge of federal, state, and local government.
3. Ability to accurately work in high paced environment and handle 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 between May 26, 2020 and August 21, 2020. There is flexibility on specific time and days. Due to the COVID-19 crisis, the internship will take place virtually until City Hall is reopened to the public.

To apply to this position, please email your resume and cover letter to Megan Preambo, Special Assistant to Mayor Cignetti, at mpreambo@scrantonpa.gov.