

ADMINISTRATIVE / CUSTOMER SERVICE INTERN

This position will focus on management of the City's records and documents. This position will also assist in answering phones, emails, greeting customers, providing service to customers when needed.

This will be a valuable experience for any student pursuing a career in business administration or government-related fields.

This position requires a high level of attention to detail.

PRIMARY RESPONSIBILITIES:

- Digital archiving of historical documents using a variety of equipment including desktop scanners, Xerox machines, and large-formatted scanners.
- Assisting department head with any/all projects as needed

OTHER RESPONSIBILITIES

- Assist and respond to customers in a timely, professional, and satisfactory manner, to include processing utility and court payments when needed
- Perform a wide variety of routine administrative duties such as stocking supplies, sorting and sending mail, answering phone calls
- Must be able to proficiently operate standard office equipment

SOCIAL MEDIA / MARKETING INTERN

This position will support the City by creating original digital content across various social media platforms and our website in order to boost Citizen engagement. The ideal candidate is pursuing a degree in marketing or related fields and immersed in social media.

DUTIES/RESPONSIBILITIES

- Create content to promote events, community partnerships, and more
- Assist in increasing followers on popular social media websites
- Maintain a media content calendar
- Collect monthly data and report on social media metrics
- Report on current trends for media and marketing
- Assist with website edits and updates