

Internship Posting Form – City of Grand Rapids

Contact Information:

Organization/Company Name: City of Grand Rapids

Contact: Chery Pierzina (Human Resources Officer)

Email: cpierzina@grandrapidsmn.gov

Phone: (218) 326-7606

Address: 420 N Pokegama Avenue, Grand Rapids, MN 55744

Internship Information:

Internship Title: **Business Intern**

Start Date/End Date: May 15, 2025, through August 31, 2025 (Dates are flexible); Part-time in the fall if scheduling allows.

Desired Majors and or fields of study: Government, Local Government, Business, Accounting, Community Development, Human Resources.

Special Requirements: Excellent organizational skills, ability to work independently, interest in local government, business, and accounting. Willingness to work in a team environment, flexibility, desire to work on varying projects.

Detailed Job Description: The summer intern program offers an up to 14-weeks paid internship opportunity with the City of Grand Rapids. The internship program is a combination of mentoring, learning activities, and project work designed to give broad exposure in local government, business and accounting. The assignment will consist of projects that provide a practical and challenging business experience.

Compensation:

The internship will consist of up to 40 hours per week and the compensation shall be \$18.00 per hour.

Applicants must be minimally 16 years of age at the time of hire.

Note: The hours per week can be flexible and tailored towards the intern. We want to see our interns have a great experience.