Councilmember Jacque Robinson

District 1 Internship

Job Description

Title: District 1 Intern

Department(s): City Council, City of Pasadena

Reports to: Councilmember Jacque Robinson and Field Representative, Tina Williams

Internship: **Fall semester – September through December 2012**

Summary of Essential Job Functions

Must have good oral and written communication skills. Work independently as well as with others. Knowledge of MS Word, Excel, Power Point. Intern will also research various federal, state, and local policies. Perform administrative duties such as: data entry, answering phone, and scheduling events. Attend an occasional evening or Saturday district meeting (once or twice per semester).

Minimum Education

- Graduate Student: Social Sciences: Public Policy, Sociology, Urban Planning, or other related fields of study.

Abilities Required

Must have own transportation, punctual and commit to a minimum of one semester. Flexible days, 4 to10 hours per week. Spanish Speaking is helpful but not required.

Submit your resume by email to: tinawilliams@cityofpasadena.net or

Mail your resume to:

Tina Williams
Field Representative, District 1
100 N. Garfield Ave. S228
Pasadena, CA 91109-7215

Do not call the office. You will be contacted the first week of September by phone or email if selected for an interview. You may follow-up by email to: tinawilliams@cityofpasadena.net

Disclaimer

This is a nonpaid position, and any compensation that may be given will be in the form of a stipend at the end of the fall or spring semester.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the position.