INTERGOVERNMENTAL RELATIONS INTERN

THE JOB: The City of Minneapolis Office of Intergovernmental Relations (IGR) is looking for a full-time, temporary intern. The position is for up to six months starting in January 2014. It is designed to provide an opportunity to a recent graduate from undergrad or graduate school. Successful applicant will work closely with Intergovernmental Relations staff as they advocate for the City of Minneapolis' legislative agenda at the state legislature. Applicant should have an understanding of the Minnesota State Legislature and an interest in legislative/local government policy issues.

DUTIES:
• Assist IGR staff with implementation of 2014 legislative agenda at the Capitol.
• Track legislative issues before the Minnesota Legislature
• Write/edit reports updating and summarizing legislative activities and departmental actions
• Research legislative issues and City policies and initiatives
• Update city elected officials and department heads regarding legislative actions
• Other duties as assigned

SALARY: Salary Range $10.31-$14.60 hr. DOQ; paid parking; mileage reimbursement

REQUIREMENTS:
• BA degree required
• Excellent writing skills (may be asked to supply a writing sample)
• Must be able to work full time, including late hours, weekends, and unpredictable schedules
• Superior organizational and multi-tasking skills
• Must be self-directed and be able to work with minimal supervision
• Must provide own transportation to and from outside meetings (mileage reimbursement provided)
• Knowledge of Microsoft Office Suite; proficient at internet and other research methods; comfortable using new forms of technology and communication

TO APPLY: Send resume and cover letter by November 8, 2013 to:

Gene.Ranieri@minneapolismn.gov
-or-
Gene Ranieri, Director
Intergovernmental Relations
Room 301M City Hall - 350 S 5th St
Minneapolis, MN  55415

For additional information, call the Intergovernmental Relations Office at (612) 673-2043.