



OFFICE OF: Mayor

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City Hall Online All The Time – <http://www.CoronaCA.gov>

June 19, 2019

City of Corona Internship Program:

The Council Internship Program provides a unique opportunity for experiential learning for some of the region's best and brightest, vocational, undergraduate, and graduate students. Interns will perform a variety of tasks which may include policy research, drafting memoranda, community engagement, outreach and education, and administrative tasks. Our internship program runs year-round. Each office recruits interns based on available projects and staff availability to supervise.

Job Summary:

Prospective interns shall be undergraduate students, graduate students, or recent graduates of a two- or four-year college, university, or vocational school. This unpaid internship position provides students with a work opportunity and learning experience in the day-to-day operations of a city council office. Interns will complete an Internship Capstone of planning and executing one community event. Service hours, academic credits at the discretion of your university, and a letter of recommendation are available upon completion of the term.

Ideal candidates must communicate well, display a record of academic achievement, demonstrate a commitment to public service, and be able to work in a fast-paced environment. Candidates shall also maintain a high standard of ethics and integrity.

Examples of Duties:

- Communications and social media activities
- Researching policy issues and analyze data
- Legislative and public outreach
- Attending meetings with key stakeholders
- Complete Internship Capstone of planning and executing one community event

Minimum Qualifications:

- Knowledge and ability to use computers and related applications
- Ability to establish and maintain effective working relations with others
- Ability to carry out oral and written instructions to completion
- Ability to communicate effectively, both orally and in writing
- Possess research and analytical skills
- Strong attention to detail, organizational skills, and administrative capabilities

For more information, or to apply, please send the following to

Management Services Dept. Suite 315
City of Corona
400 S. Vicentia Ave
Corona, CA 92882

June 14, 2019

- Cover letter describing your particular interest for interning with a local government agency and the date range for which you seek an internship.
- Resume including your professional, academic, and/or community involvement experience.

Sincerely,

Jacque Casillas
Council Member

PROPOSED