

Administrative Office Internship

Summer 2021

The City of Genoa is offering an Administrative Office Internship to one student who is pursuing a degree in Political Science with the goal of working in local government or a related field. While this internship is unpaid, the selected Intern would gain work experience from the Mayor's/Administrative Office, Public Works, and Police in working on special projects and working directly with Department Heads on research, policy proposals, and policy implementation. Upcoming projects under the guidance of the Administrative Office include but are not limited to:

- Updating the City's Social Media Policy
- Drafting of a bid for Refuse and Recycling Services
- Aid in facilitating a Downtown Beatification Committee
- Establishment of pay bands for City Personnel

Please submit an application with a brief cover letter stating your interest in the position, passed work experience (if any), and the school you will be attending and for what major.