

## City Hall Internship Program

CEDO seeks motivated candidates for the City Hall Internship Summer Program on a seasonal basis. Internships will provide individuals with educational experience in local government that will help them develop skills and proficiencies through attendance at city meetings, coordinating communications, planning events and initiatives, researching and drafting reports, and more.

The City Hall Internship Program will provide individuals with an opportunity for learning and growth that exposes them to government and municipal policy, as well as bestowing them with meaningful responsibilities. Prospective interns will be assigned specific areas within the City's public engagement and community development efforts. Some examples of the types of tasks that could be performed include:

- Policy analysis
- Evaluation and research
- Project and program management
- Public affairs and communications
- Social media
- Event coordination
- External affairs and community outreach

The summer program will be announced in mid-April. The program welcomes applicants of all ages, including high school-age youth. Youth will be partnered with a college-age or adult intern, so applicants over the age of 18 should take note that they will be asked to engage in mentorship and support, and also submit to a background check. The deadline for applications will be in early May. To apply, please fill out the application attached [here](#) and email it to Kesha Ram at [kram@burlingtonvt.gov](mailto:kram@burlingtonvt.gov) along with a cover letter, resume, and one-page writing sample.

Questions? Please contact Kesha Ram at [kram@burlingtonvt.gov](mailto:kram@burlingtonvt.gov).

*The City of Burlington does not discriminate on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information in employment or the provision of services. Women, minorities and people with disabilities are highly encourage to apply.*