



Fall 2010 MAYORAL INTERNSHIP PROGRAM
DEADLINE: SEPTEMBER 27, 2010

Sacramento Mayor Kevin Johnson is currently accepting applications for the Fall 2010 Mayoral Internship Program.

About the Internship

The Mayoral Internship Program offers an unparalleled opportunity to work with one of the most dynamic, visionary and high profile leaders in the country. Working closely with the Mayor's staff, interns will support operational teams such as constituent affairs, executive support, media & communications, and community outreach.

Interns will be based in the Mayor's Office and must commit to at least 10-15 hours a week for a minimum of 8 weeks. Priority will be given to candidates able to make larger time commitments. As internships are unpaid, applicants are encouraged to pursue work-study funds and/or academic credit. Our office is happy to support these efforts however possible.

Qualifications

- Currently enrolled in a undergraduate program
- Strong interest in public service and public policy
- Demonstrated record of achievement
- Strong organizational skills and attention to detail
- Excellent communication and interpersonal skills
- Ability to work in a dynamic, professional, fast-paced environment
- Proficiency with Microsoft Office

To Apply

To apply, email a one page resume and one page cover letter to mayorstaffing@cityofsacramento.org. In the subject of your email, please specify which position(s) you are most interested in (see descriptions on page 2.)

Applications will be considered on a rolling basis until September 27, 2010. Applicants are strongly advised to apply as soon as possible.

For more information, visit www.cityofsacramento.org/mayor.





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POSITION DESCRIPTIONS

Position Title	Constituent Affairs Intern
Eligibility Requirements	<ul style="list-style-type: none"> ▪ Current undergraduates and high school seniors ▪ Minimum 3.0 GPA ▪ Excellent interpersonal and communications skills ▪ Available Minimum 10-15 hours/week
Key Responsibilities	<ul style="list-style-type: none"> ▪ Greet visitors ▪ Answer phones ▪ Manage and process constituent correspondence ▪ Filing and data entry ▪ Attend regular Constituent Affairs team meetings
Other considerations	<ul style="list-style-type: none"> ▪ Unpaid ▪ Must work on-site at Mayor's City Hall office ▪ Preference given to applicants with greater scheduling availability & flexibility

Position Title	Media & Communications Intern
Eligibility Requirements	<ul style="list-style-type: none"> ▪ Undergraduate sophomores, juniors and seniors ▪ Minimum 3.0 GPA ▪ Excellent interpersonal and communications skills ▪ Available minimum 10-15 hours/week
Key Responsibilities	<ul style="list-style-type: none"> ▪ Draft talking points for key events and meetings ▪ Log and archive print, video and photo clips ▪ Assist with preparations for Communications Team meetings ▪ Assist with preparations for Mayor's daily binder ▪ Assist with online and social media
Other considerations	<ul style="list-style-type: none"> ▪ Unpaid ▪ Must work on-site at Mayor's City Hall office ▪ Preference given to applicants with greater scheduling availability & flexibility

Position Title	Administrative Support Team Intern
Eligibility Requirements	<ul style="list-style-type: none"> ▪ Current undergraduates and high school seniors ▪ Minimum 3.0 GPA ▪ Excellent organizational skills and attention to detail ▪ Strong interpersonal and communications skills ▪ Available 10-15 hours/week ▪ Proficiency in MS Office
Key Responsibilities	<ul style="list-style-type: none"> ▪ Assist with preparations for Mayor's daily binder ▪ Prepare background briefing materials for key meetings and events ▪ Assist with data entry into scheduling database and other data management tools/systems
Other considerations	<ul style="list-style-type: none"> ▪ Unpaid ▪ Must work on-site at Mayor's City Hall office ▪ Preference given to applicants with greater scheduling availability & flexibility





About Mayor Kevin Johnson

Sacramento native Kevin Johnson was elected as the 55th mayor of the City of Sacramento in November 2008. He is the first native Sacramentan, and the first African American to be elected to the office. His vision is for Sacramento to become “a city that works for everyone.”

Mayor Johnson has embarked on an ambitious plan to reshape how city government serves the citizens of Sacramento. To improve public safety, Mayor Johnson increased the number of police on the streets, and held a Gang Summit to listen to the concerns and needs of youth at risk for gang activity. To spur economic development, Mayor Johnson helped secure over \$500 million in federal stimulus dollars for the region, and jumpstarted economic development in downtown core, including development of a new entertainment and sports complex. Mayor Johnson played a central role in pushing critical school reforms through the state legislature, and convened multiple education summits with the nation’s top education reform leaders. Within City Hall, the Mayor established new standards for accessibility and accountability, and securing an external audit of city finances. Mayor Johnson also launched initiatives on green, homelessness, civic engagement, and the arts.

Before his election to public office, Kevin led a diverse career as a professional athlete, entrepreneur and nonprofit executive. In May of 2000, Kevin Johnson retired from the NBA after 12 seasons with the Phoenix Suns. He returned to his hometown of Sacramento, California to serve as the CEO of St. HOPE, a non-profit community development corporation he founded in 1989 designed to revitalize inner-city communities through public education, economic development, civic leadership and arts enrichment.

Mayor Johnson served on the Board of Directors for LISC National, the CA Charter School Association, the UC Berkeley Foundation, the Institute of Governmental Studies National Advisory Council and the Harvard Divinity School SLI Advisory Board. His concern and compassion for children and education prompted President George Bush to honor Johnson with the 411th Point of Light. In addition Johnson was selected as one of the “15 Greatest Men on Earth” by McCall’s Magazine and has received the NBA’s J. Walter Kennedy Citizenship Award, the Good Morning America Award from Sports Illustrated, the “Most Caring American” award by the Caring Institute, and induction into the World Sports Humanitarian Hall of Fame in Boise, Idaho, and the Pac-10 Hall of Fame.

Johnson is a regular contributor on several national television programs, including CNN Newsroom, The Oprah Winfrey Show, Dateline NBC, Larry King Live, The Colbert Report, Fox Business Network, and Tom Brokaw’s “American Character.”

