

## Kevin L. Bishop COUNCIL MEMBER, WARD 2

**COMMITTEES:** Municipal Services & Properties - *Chair* • Finance, Diversity, Equity & Inclusion • Transportation & Mobility Utilities • Operations

Job Information  Job Title  Intern  Pesporting dilapidated houses and structures and evaluations Responsibilities & Duties  Required Qualifications (specific Knowledge, skills, competencies, abilities)  Required Selection (specific Knowledge, skills, competencies, abilities)  Required Selection (specific Knowledge, skills, competencies, abilities)  The ideal candidate will be enrolled in an educational program at the start of the internship and have an enthusiasm for public policy, community organizing, political science, economics, communications, and public relations.  Anticipated Schedule  Flexible hours. Typical work hours Mr-F 9:00 a.m. – 5:00 p.m. – Summer & Fall – June 1 – December 31, 2022  Compensation  \$16.00 an hour  Preferred Student Major  Company Information  Company Information  Company Information  Company Pescription  Local government – Legislative  Website:  https://www.clevslandcitycouncil.org/council/council-members/ward-2  Bob Location  Councilman and/or Executive Assistant		4/40/2022
Intern	Today's Date	4/19/2022
Responsibilities & Duties  Presponsibilities & Duties  Responsibilities & Duties  Responsibilities & Duties  Responsibilities & Duties  Responsibilities & Duties  Required Qualifications (specific knowledge, skills, competencies, abilities)  Sudents applying for this internship must be fluent in both written and verbal communication. Typing, Microsoft Office, Outlook, and Google Sheets are among the computer skills required. Self-motivated and capable of working with little supervision. Critical thinking, problem solving creativity, and attention to detail are all required skills.  Qualifications  Qualifications  The ideal candidate will be enrolled in an educational program at the start of the internship and have an enthusiasm for public policy, community organizing, political science, economics, communications, and public relations.  Anticipated Schedule  Flexible hours. Typical work hours M-F 9:00 a.m. – 5:00 p.m. – Summer & Fall – June 1 – December 31, 2022  Compensation  \$16.00 an hour  Public Policy, Community Organizing, Political Science, Economics, Communications, Public Relations or a similar area of study or career path.  Company Information  Company Information  Cleveland City Council  Local government – Legislative  Department  Ward 2  Website:  https://www.clevelandcitycouncil.org/council/council-members/ward-2  Job Location  601 Lakeside Ave., Rm. 220, Cleveland, Ohio 44114 and Ward 2 area	Job Information	
Responsibilities & Duties  Passis with responding to a variety of constituent inquiries and issues  Working with the public either in person or on the phone  Light filing, assist with mailings and print production  Serve as a positive representative of the office of Cleveland City Council both in and out of the office of Cleveland City Council both in and out of the office of Cleveland City Council both in and out of the office of Cleveland City Council both in and out of the office of Cleveland City Council both in and out of the office of Cleveland City Council both in and out of the office of Cleveland City Council both in and out of the office of Cleveland City Council both in and out of the office of Cleveland City Council both in and out of the office of Cleveland City Council both in and out of the office of Cleveland City Council council.  Required Qualifications (specific knowledge, skills, competencies, abilities)  Students applying for this internship must be fluent in both written and verbal communication. Typing, Microsoft Office, Outlook, and Google Sheets are among the computer skills required skills.  The ideal candidate will be enrolled in an educational program at the start of the internship and have an enthusiasm for public policy, community organizing, political science, economics, communications, and public relations.  Anticipated Schedule  Flexible hours. Typical work hours M-F 9:00 a.m. – 5:00 p.m. – Summer & Fall – June 1 – December 31, 2022  Compensation  \$16.00 an hour  Public Policy, Community Organizing, Political Science, Economics, Communications, Public Relations or a similar area of study or career path.  Company Information  Company Name  Cleveland City Council  Company Poscription  Local government – Legislative  Pepartment  Website:  https://www.clevelandcitycouncil.org/council/council-members/ward-2  Job Location	Job Title	Intern
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at the start of the internship and have an enthusiasm for public policy, community organizing, political science, economics, communications, and public relations.  Anticipated Schedule  Flexible hours. Typical work hours M-F 9:00 a.m 5:00 p.m Summer & Fall - June 1 - December 31, 2022  Compensation  \$16.00 an hour  Public Policy, Community Organizing, Political Science, Economics, Communications, Public Relations or a similar area of study or career path.  Company Information  Company Name  Cleveland City Council  Company Description  Local government - Legislative  Department  Ward 2  Website:  https://www.clevelandcitycouncil.org/council/council-members/ward-2  Job Location  601 Lakeside Ave., Rm. 220, Cleveland, Ohio 44114 and Ward 2 area	knowledge, skills, competencies,	written and verbal communication. Typing, Microsoft Office, Outlook, and Google Sheets are among the computer skills required. Self-motivated and capable of working with little supervision. Critical thinking, problem solving creativity, and
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Job Location  members/ward-2  601 Lakeside Ave., Rm. 220, Cleveland, Ohio 44114 and Ward 2 area	Department	Ward 2
2 area	Website:	
Position Reports to: Councilman and/or Executive Assistant	Job Location	
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Position Reports to:	Councilman Kevin L. Bishop and Naila R. Deskins
Supervisor's Contact Phone Number	(216) 664-4945
Please send resumes to:	ndeskins@clevelandcitycouncil.org
As part of the employment selection process, our company requires:	Transportation. Additionally other expenses are the responsibility of the intern
Deadline for Application	May 20, 2022