

INTERN JOB SPECS – Glen Cove Community Development Agency

Glen Cove offers a variety of experience to an Intern interested in career development in the following: Economic Development, Policy, Revitalization, and Government.

At this time the City of Glen Cove is seeking to fill an immediate opening, a non-paid internship in a fast-paced and dynamic environment. The position will report to Ann Fangmann, AICP Executive Director of the Community Development Agency and other CDA staff as required. The intern will support a variety of projects for the Agency in collaboration with other departments, such as the Mayor's Office as needed; flexibility is crucial.

Candidate should meet the minimum requirements as follows:

- * Require a minimum of 14 hours per week (Monday and Friday), and a commitment of 3 months, preferably 6 months.
- * Must have experience in administrative and/or office support services.
 - MS Office skills
 - Writing, project management, and/or research experience a plus
 - Reference – 1 personal, 1 professional and/or academic

Responsibilities include:

- * Research, writing summaries, compiling data, filing/archiving may attend meetings.
- * May answer phones and provide office support as needed.
- * Projects to be determined based on priorities/timing.
- * Must have excellent communication and writing capabilities including computer skills and ability to multi task.

The CDA Executive Director and staff will mentor and support the intern to ensure a worthwhile educational experience, and provide necessary oversight and documentation to meet school credit guidelines, if needed. A stipend of \$20 per day will be paid to the intern for meal/travel expense.

Email resume and schedule availability to Camille Byrne, cbyrne@glencovecda.org

Potential Project Support:

Support the Executive Director in:

- Policy development for the City of Glen Cove, which may include Complete Streets and Housing issues
- Update Business Inventory and Business Incentives Resource
- Grant Research/Project Administration Support

9/22/17