

2020 INTERNSHIP OPPORTUNITIES at CITY OF MUSKEGON

BEACH PARKING FINANCE INTERN

Intern will be in charge of collecting requests for residential parking passes at the beach, as well as requests for season-long parking passes for non-residents. Intern will need to issue the permits and create a spreadsheet or other mechanism to track passes issued. Intern will assist in collecting and processing payments for non-resident passes. Intern will be responsible for generating reports related to revenues collected for parking passes. Intern will also work with a local business to establish a reimbursement system for parking fees paid by their patrons. Intern could be asked to assist with any other activities related to the summer beach parking program as needed.

Desired: Finance or accounting educational background desired. Must be able to pass a background check, and willing to sign a confidential information agreement. Intern needs to be very detail-oriented and organized. Must be able to interact with the public in a professional demeanor.

Ideal candidate will be self-directed, highly motivated, and creative, as the position will be helping us to build this new paid parking program.

Outcome: The student will have the opportunity to learn about the operations of both a treasurer's office, and a local government. They will experience what implementing a new program or idea entails, and how municipal operations and finance can differ from a traditional business.

FIRE PREVENTION INTERN

The Fire Prevention Internship will assist the Fire Marshall and Fire Prevention Bureau with tasks that will impact the department operations and service. The person will organize "self-inspection" forms and prioritize their need for inspection. Scan building blueprints and documents into a "pre-incident survey" program and assist with the "Firefighter Right to Know" FFRTK program, and other recordkeeping tasks.

Desired: The qualified candidate should have skills in Microsoft Office (Word & Excel), and general blueprint and other building trades documents.

Outcome: Fire Prevention activities and practices, knowledge of buildings, blue prints and drawings, gain additional knowledge of computers and their programs, general knowledge of fire prevention operations

EVENT/MARKETING INTERN

The Event and Marketing Intern will assist with planning, coordinating, and setting up for city events including the Taste of Muskegon, Food Truck Rallies, 4th of July Fireworks, First Fridays, Lakeshore Dr. Street Party, and internal city employee events. The intern will assist with the marketing of these events, the Western Market, and Farmers Market through the creation of social media event pages and regular social media posts to drive traffic.

The event and marketing intern will also assist with the August election with entering voter data and processing absentee voter ballot applications.

Desired: The intern should be a college student who has good attention to detail, is organized, creative, and good at multi-tasking. Should have good writing and computer skills. Should have some experience or education on various social media platforms, marketing, and design software such as Canva. A flexible schedule to work occasional nights and weekends is necessary.

Outcome: The intern will enhance their organizational, planning, and social media marketing skills through this internship by working hands on with event planning and marketing. The intern will also enhance their customer service skills and learn what is involved in an election. The intern will also be able to propose new event ideas and have the opportunity to plan a downtown event from beginning to end.

PLANNING INTERN

This Internship will provide various planning services relative to updating the City's Master Plan. The student will create maps and visual documents using GIS and other design software. Create, distribute, collect and analyze surveys. Collect and analyze census data. Assist in writing certain sections of the Master Land Use Plan.

Desired: College enrollment with an emphasis towards planning, architecture, GIS, or other related field.

Outcome: Learn the processes involved in zoning and planning as they relate to the Zoning Enabling Act of 2006 and the Planning Enabling Act of 2008.

COMMUNITY & NEIGHBORHOOD SERVICES INTERN

The Community and Neighborhood Services specializes in Housing programs- Homeowners, Homebuyers, and Renters. The intern will assist with the administration of housing programs with a human service outlook, managing caseloads, reviewing assessments used to determine eligibility for programs, intervention and termination skills.

Desired: Any major/minor is welcome to apply, human service curriculum preferred. Candidate should be computer literate (Microsoft Office), able to do research, mathematical skills, public speaking and GIS mapping experience a plus, experience interacting with diverse populations, be open-minded, possess good telephone etiquette, be able to multi-task, and be detail oriented. The ideal candidate is committed to serving the public. We are willing to train the right candidate.

Outcome: There will be some exposure to building and inspection and cost analysis as it relates to housing rehabilitation. Learn about community and neighborhood development.

To apply for City of Muskegon Internship Opportunities, visit the City of Muskegon website <https://www.muskegon-mi.gov/departments/civil-service/> and fill out the Internship application. The City of Muskegon is located at:

CITY OF MUSKEGON
933 Terrace Street
Muskegon, MI 49440

Internship Coordinator: Dwana.thompson@shorelinecity.com (231)724-6703