

CITY OF SCRANTON COMMUNITY ENGAGEMENT INTERNSHIP

Internship Function:

City of Scranton Community Engagement Interns will work to increase the City's interactions with the public, including neighborhood groups, schools, nonprofit organizations, and other local organizations. Interns will actively reach out to members of the Scranton Community and increase the accessibility to the City within our neighborhoods.

Essential functions include, but are not limited to:

- Attend and organize community meetings
- Track community issues and work with community members to increase engagement in initiatives.
- Organize events to increase engagement with City initiatives and promote your program
- Create reports for and brief City Departments
- Assist with communications between the City and residents.

Education/Experience

- At least 1 year of college
- Age 18 -24
- Excellent communication skills (written and oral).
- Public Speaking
- Involvement with community activity
- Work well with a wide variety of people
- Ability to creatively problem solve and quickly pivot from task to task.

Hours:

This internship would be part time up to 32 hours per week. The intern would report to City Hall 340 N. Washington Ave Scranton PA 18503 and would work across the city.

To apply to this position, please email a resume, cover letter, and list of references to Director of Human Resources Amber Viola at aviola@scrantonpa.gov.