



**CITY OF FALCON HEIGHTS
CITY OF LAUDERDALE
POSITION DESCRIPTION
ADMINISTRATIVE & INCLUSION INTERN**



TITLE: Administrative & Inclusion Intern

DEPARTMENT: Administration

SUPERVISOR: City Administrators

HOURS WORKED: 20 to 40 Hours Per Week (split between Falcon Heights/Lauderdale)

DURATION: May 2024 – August 2024

Primary Objective of Position

The position supports and assists in completing duties and projects across a variety of areas within the Cities. The goal of the position is to offer a comprehensive perspective of local government management through active experience and mentorship in areas such as promoting inclusion efforts and providing administrative assistance.

Supervision Received

Works under the supervision of the City Administrators.

Major Areas of Responsibility/Accountability

The listed examples may not include all duties performed by this position.

1. Provides guidance on the City of Falcon Height's Inclusion efforts by:
 - Assisting the City with promoting Diversity, Equity and Inclusion efforts
 - Coordinate trainings for staff, residents and stakeholders centered around continuing to make Falcon Heights a welcoming community for all
 - Assisting with implementing the City's recommendations from the Community Conversations and Cultivating a Caring Community.
2. Assist the City of Lauderdale with:
 - Launching of environment and sustainability commission
 - Administering DNR Shade Tree Grant, specifically identifying locations of new boulevard trees to be planted and educating adjacent property owners
 - Researching new city newsletter platforms
3. Assists in community outreach and assists in community development activities. May include but is not limited to:
 - Parks Programming
 - Community Engagement/Outreach
 - Rental Licensing
 - Permit Review
 - City Communications
 - Other Daily Admin Tasks

- Create agenda materials and reports for City Council meetings and other Commission meetings.
- Acts as backup for duties relating to customer service (service window, phones, etc.)
- Assists in drafting resolutions and ordinances.
- Conducts research on a variety of projects.

Preferred Qualifications

1. Considerable knowledge in research, programming and coordination of activities and special projects.
2. Working knowledge of municipal planning processes and procedures.
3. Considerable ability to communicate both orally and in writing, maintaining effective relationships with supervisors, co-workers and elected and appointed officials.
4. Considerable ability to analyze data and prepare detailed and accurate reports.
5. Ability to effectively operate a computer and various software packages including Microsoft Office.
6. Customer service experience.
7. Problem solving skills.

Minimum Qualifications

Recent college graduate or current student in bachelor's or master's program with a degree/major in political science, public administration, urban studies or a related field.