



**City of Northfield**  
**Paid Summer Internship Program**  
**June 20 – August 5, 2016**  
*Up to five youth will be selected.*

The City of Northfield is offering a 7-week paid internship and career exploration program for local youth ages 16-22 who are interested in gaining exposure to municipal careers, including local government and public service. The internship program will take place from Monday, June 20 to Friday, August 5, 2016. Exact schedule TBD.

**Youth may intern with staff from the following departments:**

*\*Intern responsibilities and projects will vary depending on the department hosting the intern.*

- City Administration
- Community Development
- Communications & Human Resources
- Library
- Police
- Public Works

**Training:**

City of Northfield youth interns will participate in training and professional development sessions throughout the summer experience.

**Pay:**

Interns will earn \$12/hour and will work a minimum of 15 hours per week, maximum 30 hours per week. Time commitment and weekly schedule will vary according to the city department hosting the intern.

**Seeking youth who demonstrate:**

- Positive attitude and strong work ethic
- Strong interpersonal communication skills with the ability to listen, ask questions, and engage in conversation
- Sense of resourcefulness and creative problem-solving skills
- Attention to detail and follow-through
- Ability to collaborate with staff, demonstrating initiative
- Ability to commit at least 15 hours per week from June 20 through August 5, 2016 (schedule will vary by city department)
- *Additional abilities/skills according to city department hosting the intern*

**To Apply:**

- Send your resume and a letter of interest (cover letter) to [youthfuture@northfieldschools.org](mailto:youthfuture@northfieldschools.org) as email attachments.
- In your letter of interest (cover letter), list the name and contact information for one person (teacher, current or past employer) who could be contacted by phone to provide a verbal reference for you.

**Please submit your resume and letter of interest by email no later than Wednesday, March 30, 2016, at 5 p.m.**

Applications will be reviewed and interviews will be scheduled for the following week. Youth will be notified of their status by Friday, April 15.

**Questions?** Email [youthfuture@northfieldschools.org](mailto:youthfuture@northfieldschools.org)



### **Promotion and Selection Timeline 2016**

February 15 – March 4	Informational posters, flyers and emails circulated to youth, parents, and staff at NHS, Arcadia and ALC. Program posted to City of Northfield website and promoted through local news sources.
March 7-16	City of Northfield staff from hosting departments conduct information sessions at NHS, Arcadia and ALC. Sandy Malecha to assist with scheduling. These may include lunch-hour tabling events in the schools as well as evening parent/youth info sessions.
March 30	Deadline for youth to submit resume and letter of interest.
April 4-8	Interviews with qualified candidates.
By April 15	Youth applicants notified of their status, selections complete.