



Summer Interns (2 positions)

City of Clarkston Summer Internship Program

Positions: Two (2) Summer Interns

Duration: June – August (12 weeks)

Location: City of Clarkston

Compensation: \$20.00 per hour

About the Internship:

The City of Clarkston is seeking two motivated and enthusiastic Summer Interns to gain hands-on experience in local government operations. This internship provides a unique opportunity to work across multiple city departments, engage with community initiatives, and develop a strong understanding of municipal administration.

Key Responsibilities:

- Assist in daily operations within various city departments, including Administration, Public Works, Community Development, and Finance.
- Conduct research, draft reports, and support policy development.
- Participate in city meetings, take notes, and assist with follow-up tasks.
- Support community outreach efforts and assist with special projects.
- Help coordinate and organize city events and programs.
- Perform general administrative tasks as needed.

Qualifications:

- Currently enrolled in or recently graduated from a college or university program in Public Administration, Political Science, Business, Communications, or a related field.
- Strong communication, research, and organizational skills.
- Interest in local government and public service.
- Ability to work independently and collaboratively in a professional setting.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).

The Interns pay range will be \$20.00 per hour for 12 weeks. The City of Clarkston also offers an attractive benefits package, including health benefits, retirement plans, and paid leave. Interested candidates should submit a resume, cover letter, and professional references, via this online portal:

<https://www.cognitofrms.com/CityOfClarkstonGA/EmploymentApplication>

This position is open until filled.

EQUAL OPPORTUNITY EMPLOYER:

The City of Clarkston is an Equal Opportunity Employer. We do not discriminate on the basis of age, gender, race, color, national origin, religion, disability, or any other class or status protected by law.

IMPORTANT: By submitting your resume online, you hereby authorize the City of Clarkston to contact, obtain, and verify the accuracy of the information contained in this application from all previous employers, references, and educational institutions. You also hereby release from liability the City of Clarkston and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.

You understand that any misrepresentation or material omission made by you on this application will be sufficient cause for cancellation of this application or immediate termination of employment if you are employed, whenever it may be discovered.

No unsolicited letters, emails, telephone calls, or in-person submission will be considered in fairness to other potential candidates for this position.

The City of Clarkston is an Equal Opportunity Employer and a Drug Free Workplace.