

THE CITY OF PHILADELPHIA IS ACCEPTING APPLICATIONS FOR THE
Summer 2002

MAYOR'S INTERNSHIP PROGRAM

The City of Philadelphia is seeking graduate and undergraduate students to serve as summer interns in the Mayor's Office and selected City departments. **Mayor's Interns** are assigned substantive projects providing research, administrative and staff assistance to high-level City managers. For example, past interns have assisted City staff with management and productivity improvements, labor-management relations, press relations, strategic plan development, researching "best practices" in other municipalities and in the private sector, organizational analysis and reengineering, grant writing, speech writing, legal research, financial analysis, community relations, and intergovernmental relations.

Required Qualifications: A background in one or more of the following areas is desired: law, business/management, communications, public policy, economics, finance, human services, energy management, labor relations, or public administration. Exceptional generalists will also be considered. Assignments will be tailored to meet the interns' skills and experience. Past participants have included graduate and undergraduate students from the University of Pennsylvania, Yale, Harvard, Villanova, Temple, Amherst, Princeton, Drexel, Brandeis, LaSalle, Haverford, Bryn Mawr, Vassar, Cornell, Hampton, Indiana, Virginia, and Rutgers.

Internship Terms: This is a non-paying internship, requiring a *minimum* commitment of 20 hours per week with a *strong preference* for full-time interns. Wherever possible, the City will cooperate with programs under which students may earn academic credit.

How To Apply: Send a current resume, brief writing sample and cover letter explaining your background and interests to:

Mayor's Internship Program
City of Philadelphia
Mayor's Office of Management and Productivity
Municipal Services Building
1401 JFK Blvd., 14th Floor
Philadelphia, PA 19102
FAX: (215) 686-2123
Email: chris.dwyer@phila.gov

**Questions may be referred to Mr. Christopher Dwyer, Assistant Director
Office of Management and Productivity, (215) 686-2147**