**SUMMER OPENING**

**Position Title**: Summer City Staff Intern  
**Department**: City Administrative and Public Works Departments  
  
**Job Type**: Temporary, Summer Internship  
**Hours**: 30-40 hours a week over 12 – 15 weeks up to 400 hours  
**Compensation:** $15 an hour

**Position Summary**:

The City of York seeks a detail-oriented and personable Summer Intern to assist with administrative and analytical tasks related to city government operations. This internship provides hands-on experience in local government, offering an opportunity to develop skills in clerical support, data management, and public interaction. Some responsibilities may be tailored to align with the intern’s strengths and interests.

**Key Responsibilities:**

* Provide clerical support, including filing, data entry, document preparation, and recordkeeping.
* Assist with research and analytical tasks related to city government projects and operations.
* Interact with the public, answering inquiries and providing assistance as needed.
* Maintain confidentiality and professionalism in handling sensitive information.
* Perform other duties as assigned to support city operations.

**Qualifications**:

* Current high school or college student, or recent graduate interested in public administration, government, or a related field.
* Strong attention to detail and organizational skills.
* Excellent communication and interpersonal skills.
* Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and basic office equipment.
* Ability to work both independently and collaboratively in a professional setting.
* Bilingual proficiency preferred

**How to Apply**:  
Interested candidates should submit a resume and cover letter along with the application to Denise Pfeifer, HR Director ([dpfeifer@cityofyork.ne.gov](mailto:dpfeifer@cityofyork.ne.gov)). Applications will be evaluated on April 4.

Applications will be accepted until the position is filled.

City of York is an Equal Opportunity Employer