You can apply for this job at:

https://coaerweb09.ciberinchosting.com/recruit/servlet/com.lawson.ijob.QuickCandidate?vendor=100&jr=6023&fullmode=true

Below is the description:
This part-time intern position will close June 7, 2017.
The position pays $10.00/hour.

Job Summary:
To assist the Grants Management Team of the Community Development and Planning Department with technical writing, research, data analysis, community engagement, event planning and execution, and presentation materials. To assist with planning and project implementation through tasks such as gathering public input, researching program requirements, analyzing data, and assisting with preparation of plans, graphs, maps, marketing materials. and reports.

Responsibilities:
Technical writing, data analysis, GIS, research using internet resources, community engagement and events, preparation of presentation material, organization of project records, and compilation of data and project materials.

Minimum Qualifications:
Candidates should have two or more semesters of experience with data analysis and interpretation, experience with census data, housing needs assessments, report writing, and development of public presentations. Prefer individuals with a degree concentration in Public Administration, Public Policy, Management, Sociology, or related field. Requires computer skills, including MS Word, Excel, Power Point, and Outlook. Adobe InDesign, Photoshop and GIS experience is preferred. Undergraduate degree preferred, with graduate degree in process.

Minimum 20 hours per week, flexible. Assignment is expected to last not more than 365 days.

Must successfully complete pre-employment screenings which include: criminal background check