

Internship Announcement: Constituent Intern

The Office of Pittsburgh City Councilwoman Natalia Rudiak is seeking applicants for the position of Constituent Intern. Councilwoman Rudiak represents Council District 4 in the City of Pittsburgh, which includes the communities of Beechview, Bon Air, Brookline, Overbrook, most of Carrick, and a small portion of Mt. Washington. She took office at her swearing in on January 4th 2010.

Position Overview

The Constituent Intern is primarily responsible for working with the Constituent Services Manager, the Constituent Aide and the Chief of Staff to assist in carrying out the constituent services program. Council District 4's constituent services program includes a traditional government office at the City-County Building, based primarily on responding to constituent phone calls (approximately a dozen a day) and concerns communicated to staff at community meetings as well as a proactive, field based community oriented problem solving component. All constituent service operations are consolidated in an online database.

The constituent services program tracks and monitors constituent communication, provides necessary follow-up, and helps maintain Councilwoman Rudiak's visible presence in the neighborhoods of District 4.

Major Responsibilities

- Assist Constituent Services Manager in maintaining an online database of all constituent-related contact, and entering data into the database in a timely and efficient manner.
- Assist Constituent Services Manager in responding effectively to constituent comments and requests for service via many types of communication, including phone, letter, e-mail, and in person.
- In conjunction with other staff, maintaining contact and relationships with community groups and major institutions in the district.

Additional Tasks

- Opportunities to pursue independent research on policy issues.
- General support to the Council Member and Chief of Staff.
- General office support: answering phones, greeting visitors, office maintenance.

Other Requirements

- This position is part time and requires a commitment of 10-15 hours per week.
- This position a commitment of at least 10 weeks of work.
- Local travel in the district will be required, mileage is not reimbursed.
- Projected starting date is flexible.

Qualifications

Applicants must be working toward a degree in either undergraduate or graduate studies. Public service interest is required and experience is preferred. Applicants must have the ability to build consensus and communicate effectively (written and oral). Residency in District 4 is preferred but not required.

Workplace Culture

The staff of Council District 4 is committed to maintaining a culture of collaboration, teamwork, and openness. The staff will hold themselves and each other accountable to the highest standards of integrity and public service. The office of Council District 4 is a friendly and fast-paced work environment, and we support the professional development of our staff.

Compensation & Benefits

College Credit is available upon the successful completion of the intern program. A \$500 scholarship is also available upon the successful completion of the program.

Application

To apply, please send your resume, a brief letter explaining your interest in the position, and a writing sample no longer than two pages to Ashleigh Deemer, Constituent Services Manager for the Councilwoman, at ashleigh.deemer@city.pittsburgh.pa.us. Please, no phone calls. All applications will receive follow-up communication when relevant action is taken on the position. Applications are due no later than 5:00 p.m. on Friday, April 1, 2011.