

PHILADELPHIA MAYOR MICHAEL NUTTER
Office of Policy, Research and Planning

- Each intern will be given a series of small projects assisting policy staff and at least one longer ranging project to be done independently. Tasks include:
 1. Meeting immediate research needs of Mayor or Chief of Staff
 2. Preparation of documents for a department meeting
 3. administrative tasks to assist staff
 4. Research and editing of policy documents
 5. Grant and funding research
- Open to all students
- Requires minimum of six (6) hours a week.

Please submit resume to Keri Salerno at keri.salerno@phila.gov