



CITY OF PHILADELPHIA

Mayor's Internship Program

Learn - Experience - Grow

The Mayor's Internship Program (MIP) with the City of Philadelphia is an opportunity for current college undergraduates and graduate students to learn about and contribute to the city government that manages operations for the nation's 6th largest municipality. We host the best and brightest students from around the nation to come to Philadelphia every summer and see all our great city has to offer.

PROGRAM STRUCTURE



The Mayor's Internship Program (MIP) is a ten-week unpaid internship beginning June 6, 2011 and ending August 12, 2011. Interns are required to commit to a minimum of 25 hours per week and to be available to work the duration of the internship period. Included in the 25 hours are "Exploring Government" activities and participation in a group project.

The MIP consists of three main components:

- Work component: Placement in a single department completing substantive work assignments
- "Exploring Government": Every Friday programming that includes speaker events, visits to municipal operations and programs, and leadership development training
- Group project: An interdepartmental issue that a group of interns are assigned to analyze and develop strategies to address

Mayor's Interns work on projects and tasks providing research, administrative, and staff assistance to city managers. Past interns have assisted city staff in such functions as:

- Research and analysis
- Drafting presentations and reports
- Financial Analysis
- Program Planning
- Organizational and Administrative Support

Mayor's interns come from across the country and represent a wide-range of colleges, graduate programs, and majors. Mayor's Interns have helped complete grant applications, compile and analyze financial data, develop training and policy manuals, and assist in planning and implementing key City events across various departments and agencies. Examples of past participating departments include: Office of Behavioral Health/Mental Retardation Services; Office of the City Treasurer; Mayor's Office of Community Services; City Council Offices; Department of Parks & Recreation; Law Department; Managing Director's Office; Revenue Department; and, the Mayor's Office.

In addition, Mayor's Interns have the opportunity to work collaboratively on a group project, which is presented to the City's Executive Team at the end of the internship term. Last summer's group projects included: creating video tutorials for new and small businesses; developing a plan for expanding bike sharing and bike rental programs in the City; identifying strategies and recommendations on expanding the City's brand campaign – Life, Liberty, and You; and, providing recommendations on building mutually beneficial partnerships between local universities and the City.





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HOW TO APPLY

Potential applicants must meet the following requirements:

- Be current undergraduate or graduate-level students (recently graduated seniors may be considered)
- Have completed their sophomore year in college prior to the start of the program

The Mayor's Internship Program may cooperate with programs under which students may earn academic credit or qualify for work-study.

The application consists of the following:

- A completed Applicant Summary Form
- A letter of recommendation
Recommendations should be completed by individuals who can speak to the applicant's academic or work/volunteer experience. Recommendations from a friend or family member will not be accepted
- A resume
- A 500 word essay (details on essay content available on the applicant summary form)

Applicants must complete all parts of the application and email or mail the application to the Office of Leadership Investment no later than 5 p.m. (Philadelphia, PA time) by **February 22, 2011**.

All materials must be received by the application date.

Application materials can be found at www.phila.gov/experiencephila

Send completed applications to:

mip@phila.gov

-or-

Mayor's Internship Program
attn: Stephanie Tipton
1401 JFK Blvd., Suite 1430
Philadelphia, PA 19102