

Host Government Name	City of Gahanna
Hiring Contact Name	Jazmine Patton
Hiring Contact Email	jazmine.patton@gahanna.gov
Hiring Contact Phone	(614) 342-4451
Supervisor Name	Jeremy VanMeter
Supervisor Email	jeremy.vanmeter@gahanna.gov
Supervisor Phone	(614) 342-4091
Number of Hours Per Week Intern is Requested	30

Please read each item carefully and check the corresponding check box

Program Acknowledgements	<p>We would like to participate in the Local Government Internship Program for Summer 2025. We agree to the responsibilities outlined in the information.</p> <p>We agree that we will be employing any interns through the Program, not MORPC, and that we are solely responsible for complying with, and will comply with, all applicable employment matters related to any intern we employ through the Program.</p> <p>We agree that we are not relying upon any statement by MORPC regarding any intern that we employ through the Program and that we make our own decision regarding whether or not to hire an intern and under what conditions.</p> <p>We acknowledge that we will be invoiced the \$675 Local Government Internship Program Fee per intern that covers items such as: intern orientation, initial applicant screening, intern job posting, initial telephone interview with intern candidate, and a portion of the coordination costs.</p>
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Will you need some financial assistance in order to participate in the program? No

Desired Skills

Choose from the list of preferred skills	<p>Data Analysis</p> <p>Microsoft Office Suite (Word, Excel, Power Point, etc.)</p> <p>Research</p> <p>Writing</p>
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Indicate the Desired Majors of Study Law, Public Policy, Public Administration

Description of Specific Intern Projects and Tasks:

This is an opportunity to gain valuable public sector skills and experience as part of the legislative branch of City government. The Council Office intern position is approximately 32 hours per week (flexible) working under the supervision of the Clerk of Council. Primary duties will be project-based, consisting of special records projects about the City's history and archives collections and Charter Review Commission. This position will also produce various reports for the City Council, such as the Council representative's MORPC report, and generate content for the City's legislative platform, Legistar, webpage, and other records management software.

Skills the Intern Will Learn

There will be opportunities to collaborate and make meaningful connections with elected officials and staff through legislative research and drafting of ordinances and resolutions for the City Council. The successful candidate will learn about the Public Records and Open Meetings Act ("Sunshine Laws"), local legislative process, City department and commission functions, City Charter and home rule authority, and citizen engagement in public meetings. Interests in law, public policy, or public administration career paths are preferred. This internship will culminate in a presentation to City Council and City leadership.