



City of Seattle  
**VOLUNTEER STUDENT INTERNSHIP (unpaid)**

**MAYOR'S OFFICE**

**About the Mayor's Office:**

As Seattleites, our greatest strengths are the passion we have for our City, our ability to solve problems creatively, and our concern for the well-being of our neighbors. In times such as these, when budgets everywhere are tight, the work of passionate, creative, and concerned people can make a big difference. The Mayor's Office is committed to a government that empowers the people it serves.

**POSITION & DUTIES: Seattle Police Chief Search Intern**

- Monitoring and summarizing public comments received on a phone message line
- Coordinating with Public Outreach Liaisons and the Department of Neighborhoods for community outreach efforts between now and the end of February
- Coordinating with offsite facilities staff for set-up and take down for outreach events through the end of February
- Greeting the public at public outreach events through the end of February
- Attending Police Chief Search Committee meetings
- Drafting correspondence to be signed by the Mayor's Office to respond to incoming correspondence about the search
- Helping to ensure that diverse communities' ideas are represented in the search process
- Keeping an eye on IdeasForSeattle.org for public comments about the Police Chief Search
- Assisting with document retention requirements, and
- Drafting content for web page updates on the Mayor's website.

**EDUCATIONAL BENEFIT:**

- Having a direct window as to the Mayor's selection process for a high-profile cabinet member
- Observing public and committee processes for police chief selection
- Learning to synthesize public feedback,
- Working with diverse communities, and
- Acquiring knowledge on a gamut of Seattle's public safety issues.

**REQUIREMENTS**

**Enrollment:** Applicants must be upper-level undergraduates or graduate students (related experience can substitute for class standing) and in good academic standing. Ability to gain academic credit for internship experience.

**Qualifications:** Strong commitment to public service. Time management skills: ability to estimate resources required & deliver on time. Ability to operate independently as well as work in a team environment. Strong writing skills. Ability to handle frequent changes in deadlines and priorities. Ability to be a good listener and work inclusively with all community and government contacts. Ability to apply the concepts of the Mayor's Race and Social Justice Initiative into daily work.

**POSITION BEGINS and ENDS**

It is anticipated the position will start immediately as much of the community outreach started in February and will likely last through May. The chosen student must be an enrolled student for the duration of the internship.

**HOURS**

The work week hours can be flexible (approximately 10 hours per week) and there may be some evening and weekend work.

**HOW TO APPLY**

Provide the following:

- A Cover letter
- A Resume outlining experiences and qualifications (please include your intended date of graduation)
- A **Transcript** of completed courses (Unofficial okay – should include credits, grades, and cumulative GPA)
- Winter quarter course schedule (if current quarters classes are not listed on transcript)

Send materials to: Andrea Lowe, Employment Specialist; City of Seattle Personnel Department at [cwp@seattle.gov](mailto:cwp@seattle.gov)

**APPLICATION DEADLINE: Open until filled. Please apply ASAP.**

*The City of Seattle is the first municipality in the United States to recognize and begin to address institutionalized racism. The mission of the Race and Social Justice Initiative, which began in 2005, is to end institutionalized racism in City government and promote multiculturalism and full participation by all residents.*