



# INTERNSHIP

BE A PART OF SOMETHING GREAT



*Earn While You Learn!*

## 16-Week Paid Internship

\$5000 PER SEMESTER

## Coaching & Mentorship

BY DEDICATED DISTRICT LEADERS

## Professional Growth

## Flexible Hours

### *Program Goals*

- Give interns an inside look at the District's unique environment, outstanding community, and rich, diverse culture.
- Develop technical skills, build confidence in abilities and prepare for the future.
- Builds important personal friendships, governmental partnerships and business networks with diverse professionals who share a passion for advancing opportunities and strengthening the community.

## ELIGIBILITY

- Over age 18
- Reside within the District
- Maintain 2.7 GPA minimum
- Political Science | Business declared major
- Actively enrolled in college courses

## HOW TO APPLY

Apply online or scan the code. We'll review applications and conduct in-person interviews. Selections are made before each semester.

*Apply Today!*

[SWDistrict.org/apply](https://SWDistrict.org/apply)



### *About the Internship:*

- Assist with research, board books and meetings.
- Creation and distribution of agendas.
- Work with District staff on branding, public engagement and messaging.
- Learn best practices for interacting with community groups, elected leaders and public officials.



# **Internship Program**

**Rules, Criteria, and Goals**

**FY 2024**



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## Summary

The Southwest Management District created the Future Leaders Internship Program (FLIP) to provide college students an opportunity to experience first-hand how local governmental organizations cooperate and leverage available resources to best serve their constituents.

FLIP is aimed at college-level students with degree plans focusing on business management and political science. Any student selected to be an intern will work with District staff to learn the processes involved in working with governmental agencies including, but not limited to writing meeting agendas and minutes, board selection processes, city procedures, and community resource leveraging.

The program is designed to begin in tandem with the fall semester and continue through the end of the spring semester. Students will have the opportunity to continue their internship through the summer semester provided that the student is enrolled in the summer semester.

Interns will be expected to fulfill part-time hours in the District office with flexible scheduling so as not to impede any scholarly responsibilities.

The program shall be managed by the Director of Service and supervised by the Executive Director. Interns shall be evaluated every month with weekly opportunities to express any challenges present. The manager is expected to address any intern concerns and resolve any confusion or misunderstandings promptly.

Interns will be compensated for their time and work at a salary to be determined by the Board of Directors every Fiscal Year.



## **Eligibility and Application Requirements**

An applicant for the FLIP internship must meet the following requirements:

- Be actively enrolled at a university or a community college.
- Have a declared major or minor in Business Administration or Political Science
- Maintain a GPA of 2.7 or better.
- Reside within Southwest's District Boundaries
- Be over the age of 18 and able to be employed.

Applicants must complete the included form and provide a resume. If recommended by a community non-profit organization, also provide a letter of recommendation. Eligible applicants will be interviewed by staff and will be made to the Business & Economic Development Committee.





## **Job Description and Expectations**

### **Job Description**

Interns will be tasked with learning how management districts and local governments work. Interns will be expected to write agendas and minutes for meetings, file documents physically and digitally, communicate with constituents and answer questions, participate in meetings, provide administrative assistance, and attend district events.

### **Skills Necessary**

- Basic skills in Word, Excel, and Adobe
- Basic notetaking skills
- Intermediate self-organization skills
- Intermediate social skills

### **Expectations**

Interns will be expected to:

- Be respectful
- Dress Business or Business Casual
- Be punctual
- Be willing to learn
- Be willing to ask questions
- Be able to follow directions
- Be able to multi-task





### Evaluation Criteria

Interns will be evaluated monthly on their ability to: learn and complete assigned tasks, stay organized, and communicate effectively.

#### Evaluation Template

Name: \_\_\_\_\_ Overall Score: \_\_\_\_\_

On a scale of 1-10, rate the following:

#### Willingness to Learn

1      2      3      4      5      6      7      8      9      10

#### Ability to Complete Assigned Tasks

1      2      3      4      5      6      7      8      9      10

#### Ability to Stay Organized

1      2      3      4      5      6      7      8      9      10

#### Ability to Communicate Effectively

1      2      3      4      5      6      7      8      9      10

Additional Notes:

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\_\_\_\_\_  
Evaluator Signature

\_\_\_\_\_  
Date



