

Mayoral Internship for International Affairs Application

Name: _____

Address: _____

Phone: _____ Email: _____

References (3) including phone, email, length of nature of relationship:

1) _____

2) _____

3) _____

Availability:

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

Saturday:

Sunday:

This unpaid internship opportunity will have the applicant working directly with Gainesville Mayor Lauren Poe in a dynamic and challenging environment. As the mayor's intern, you will be working with other mayor's offices both domestically and internationally in support of strengthening our relationships with other communities in the areas of cultural exchange, economic development, best practices and peace-building. You will be working with private organizations such as Sister Cities International, Welcoming America and Welcoming Gainesville, the Chamber of Commerce and others.

The applicant is expected to be able to complete assignments in an efficient and thorough manner with minimal oversight. The intern will, at times, be speaking for the mayor and therefore must have excellent communication skills. Hours are flexible, but the intern is expected to work at least 10 hours per week for the length of the semester, with the possibility of an extension if the mayor is satisfied with the progress of the mission.

On a separate page, please write a cover letter detailing why you are interested in this position. Please share relevant experience, both academic and historical that help make you the ideal candidate for this position and include any other information to help the mayor better know how you will assist him and the City of Gainesville to strengthen our international relationships.

Applications are due Monday August 5 by 5:00 pm in Pugh 220 or e-mailed to doctord@ufl.edu.

