

**POSITION TITLE:** Neighborhood Engagement Intern

**EMPLOYEE GROUP:** Temporary

**DEPARTMENT/DIVISION:** Communication and Engagement

**SUMMARY:**

We wouldn't have a city without our NEIGHBORHOODS and NEIGHBORS! Have you ever wondered what the City of Boulder does to interact with Neighbors and connect with them or how they connect with our city departments? Have you ever wanted to support management of programs that bring families smiles all around town? Neighborhood Services and our Neighborhood Engagement team supports community members in connecting with their local government so they can voice their thoughts and ideas. As a part of Communication and Engagement, you will be part of bringing our mission to life: *Creating connections for a thriving community and democracy.*

The Neighborhood Engagement Intern will support the City's Neighborhood Liaison with the Neighborhood Connection Grant program, Block Party Trailer, and other special projects with the Engagement team as needed or based on interests. Centered on inclusion, belonging, equity of access, and amplifying underheard voices, the Engagement team creates and implements processes and projects to provide community voices and lived experience input to decision-making processes across city departments.

This temporary position with the City of Boulder is part of the Housing and Human Services 2024 Youth Internship Program. This six-week (or 120 hours) internship is sponsored by the Youth Opportunities Program.

**Duties and Responsibilities:**

- Application processing, support contract drafting, and signature routing for the Neighborhood Connection Grant Program
- Research similar programs across other municipalities and provide feedback to staff on current practices.
- Creation of new systems and practices to create more efficient practices for staff.
- Reservation, transportation, and care management of our Block Party Trailer.
- During summer, weekly Block Party Trailer checks at Parks and Rec Operations.
- Attend weekly editorial and monthly department meetings.
- Special projects - as needed and based on intern's interests.

**MINIMUM REQUIREMENTS:**

- High school junior by June 2024
- Commitment to full participation and attendance for duration of program.
- Familiarity and comfort using Microsoft Office Products, including Office 365, Excel and Word.

**PERFERRED SKILLS:**

- High organization skills.
- Have a driver's license and ability to drive.
- Reading, writing, and research skills.
- Public Speaking experience or interest.
- Bilingual - English, and Spanish.

**PERSONAL QUALITIES & CHARACTERISTICS**

- Embody City of Boulder's values: Respect, Innovation, Integrity, Customer Service and Collaboration
- Courteous and professional
- Exceptional attention to details
- Good verbal, written and graphic communication skills.
- Strong organizational, prioritization and time management skills.
- Excellent problem-solving skills, initiative, and resourcefulness
- Ability to work both independently and collaboratively
- A strong commitment to contributing positively to a team
- Interest in actively learning about the field

**ACCOMMODATIONS:**

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.

