



Public Service Internship - Fire Department

Overview

The city appreciates the impact that talented, energetic students can have on our organization and the community and is pleased to provide learning experiences to prepare the next generation of community leaders. The Fire Department Internship provides an open experience for Interns to get involved with what interests them within the department. Interns should have an interest in Public Safety.

Possible Responsibilities

- Data gathering and analyzing, database updates and improvements.
- Community engagement opportunities. Creating educational materials for residents and engaging with customer feedback.
- Addressing health and safety concerns as well as fitness training.
- Review and develop annual reports on performance and budget.
- Be involved with the administrative processes of the department. This includes exploring interdepartmental partnerships, interacting with residence, billing, permitting, etc.
- Research policy, strategic planning and be involved with community meetings as needed.
- Collaborate with leaders and learn about various departments within City government to understand how they work together.
- Explore government and departmental activities and attend meetings as needed.
- Maintain a high level of professionalism and customer service with all interactions.
- Share content about learning experience, department activities, employee recognition on social media as applicable.



Requirements

- Studies in Public or business Administration, Emergency Management, Statistics, Public Relations/Marketing, Public Health, Communications, Fire Protection, or Criminal Justice

Hours

- 25 hours/week, flexible.

Salary: \$14/hour

Timeline

- Semester, School Year, 1 Year, or 1 Summer
- This opportunity is offered as a credit or non-credit paid position.

Learn more & Apply!

Email letter of interest and resume to:

humanresources@moorheadmn.gov

218-299-5179