



BAL HARBOUR VILLAGE POSITION ANNOUNCEMENT

MANAGEMENT INTERN

SALARY INFORMATION

Non-Paid Internship Opportunity

NATURE OF WORK:

This position performs professional staff work involving analytical work, research, policy/process/procedure creation/recordation, constituent contact, problem resolution, and other related duties as assigned.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES:

- Performs a variety of analytical work as assigned by supervisor or department head.
- Conducts interviews to collect, analyze, and summarize data and other information to develop observations and recommendations; prepares related flow charts, tables, and diagrams.
- Researches and drafts departmental policies and procedures for employees.
- Produces correspondence, letters, reports, minutes, memoranda, and Requests for Qualifications (RFQs) and Proposals; responds to various information requests.
- Prepares Letters to Council (LTC), memoranda, and reports for transmission to the Council.
- Assists in the preparation of various reports, working papers.
- Performs general research for best practices and innovative initiatives.
- Performs other related duties as assigned.

MINIMUM REQUIREMENTS:

- Bachelor's or Master's Degree in Public Administration, Business Administration, or in a course of study related to the occupational field. Candidates may be currently enrolled in their programs at the time of application.
- No experience required.

Qualified applicants should submit a cover letter and resume, along with copies of supporting documentation to recruitment@balharbour.org.