

# **City of Saginaw**

## **Office of Management and Budget (OMB) Grants Management Intern**

### **(Unpaid Internship)**

#### **Job Description:**

Under the direction of the OMB Staff, this position performs entry-level professional work for the City of Saginaw Office of Management and Budget. This position participates in and/or leads a variety of projects contributing to the continued success and creation of various city-wide initiatives, including the City of Saginaw's Grants Management Teams. Duties and responsibilities are designed to further prepare the incumbent for a successful career in grants management, local government, or other related fields. This position will also allow the selected candidate to interact with various departments such as Community Public Safety (police, fire), Neighborhood Services, Public Services, Fiscal Services, etc...

#### **Routine Duties and Responsibilities:**

- Perform entry-level professional administrative work, research and analysis, and report/memo/grant proposal writing in support of the Office of Management and Budget, as directed.
- Interact regularly with personnel from each department regarding assigned projects and assignments
- Assist with developing and implementing grant programs and/or programs that impact one or more City departments
- Attend and participate in various organizational meetings related to assigned projects and tasks
- Perform all other duties and responsibilities as assigned

#### **Education/Experience:**

Pursuing an undergraduate Degree in Public Administration, Public Policy, Political Science, Public Affairs, Finance, Economics, Technical Writing, Journalism, or related field **OR** an undergraduate degree in any field and pursuing a Master of Public Administration, Business Administration or related field.

#### **Skills:**

- Ability to organize, prioritize, and coordinate projects and meetings
- Ability to handle confidential information with discretion
- Excellent written and oral communication
- Ability to handle multiple demands and competing priorities
- Ability to work independently and in a team environment
- Proficient analytical skills
- Strong interpersonal communication skills for effective interaction with key staff members

#### **Knowledge:**

- General knowledge of municipal governments, city regulations/codes and ordinances, and grants management in the public or non-profit sector
- Proficiency with PCs and computer software (Excel, Word, PowerPoint, etc)
- General knowledge of office equipment, including photo copier, telephone, fax machine, calculator, etc...

**Working Conditions:**

- Office setting, generally seated in a comfortable position
- Intermittent periods of standing and walking
- Constant talking, hearing, writing, and concentration

**Duration:**

- This position will be at least 12 hours per week for 12 to 15 weeks (the duration is negotiable depending the student's availability).

**Other Information:**

- This is an **unpaid** internship
- It is desired, but not required, that this placement be completed in conjunction with course credit at an accredited college or university in an appropriate field of study.

**Please Submit a Resume` and cover letter to Yolanda M. Jones at [yjones@saginaw-mi.com](mailto:yjones@saginaw-mi.com)**

*Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Interns will follow any other instructions, and perform any other related duties, as may be required. The employer has the right to revise this job description at any time and without notice. This job description is also not to be construed as a contract for employment.*