



POSITION: Neighborhood Resource Office (NRO) Intern

DEADLINE: On-going

DEPARTMENT: Community Development/Planning SALARY: N/A

JOB SUMMARY: The NRO Intern Program is designed to ensure that interns receive a comprehensive level of community organizing and public relations experiences. While studying as an intern, you will be expected to participate in some or all of the following, depending on the current activity in the office:

- Internal and external meetings;
- Implementation of a public relations campaign
- Coordination of the activities associated with the campaign on the UNC campus
- Serving as a informal liaison between the City and UNC;
- Assisting with special neighborhood studies
- Research (demographic, other communities, etc.);
- Intergovernmental communication;
- Other office duties, as assigned.

REQUIRED SKILLS, EXPERIENCE & EDUCATION

- Junior, Senior, or Graduate Student Preferred;
- Enthusiasm and eagerness to learn;
- Willingness to undertake a range of tasks;
- Basic knowledge of word processing, spreadsheet, and related commonly used software (i.e., Word, Excel, Access);
- Experience providing excellent customer service;
- Strong written and oral communication skills;
- Strong research and analytical skills;
- Ability to work effectively in a team environment;
- Flexibility and desire to work on varying projects;
- Valid Colorado driver's license and good driving record;
- Spanish/English bilingual skills desired.

ESSENTIAL FUNCTIONS - Must have the ability to:

- Work in a cooperative team environment and independently under general supervision;
- Gather and assemble information into an easily understood format;
- Produce written documents with clearly organized information, punctuation and grammar;
- Comprehend and make inferences from written material;
- Communicate using a telephone, email, fax and in person;
- Assist staff at community meetings;
- Conduct basic office functions as needed, such as data entry, file management, and customer service.

WORK ENVIRONMENT:

- Office environment and field work.
- Remains in a sitting position for extended periods of time;
- Busy office activity with frequent interruptions and inflexible deadlines.

PHYSICAL REQUIREMENTS:

- Vision enough to interpret written documents;
- Communication skills enough to convey information to the public and other City employees;
- Mobility enough to inspect field sites, sometimes crossing over rough, uneven or rocky surfaces.

Hours:

- Part-time, depending on the number of credit hours desired.

Contact:

- Mike.Garrott@Greeleygov.com or telephone numbers above