



Mayor Mario King

Summer Student Intern Program

June 3rd , 2019 – August 6th, 2019

PROGRAM

The City of Moss Point's intern program was created to provide opportunities for college students to gain first-hand knowledge and understanding of governmental processes through pre-professional work experiences in various occupational fields.

The City of Moss Point is seeking student interns for various fields to provide support to the Mayor's Office. The City Departments will lead the interns under the mission and vision of the current city's leadership. Interns will gain on-the-job experience under the guidance of experienced professional staff including but not limited to human resources, city clerk, communication specialist, finance, engineers, planners, federal and state elected officials. Interns will also participate in various activities in the respective City Departments. Interns will be charged with producing a project in the month of June in a department of their choice and a project in the month of July designated by their partnering department.

Partnering department – the department home of the intern. Each intern will be assigned to a specific department head and will report to that department head for any request that requires change in duties, work load, time off, etc.

PROGRAM STRUCTURE

Students are hired for June and July as 1099 employees in the positions which begin the first week in June. The position is 10 weeks with an optional 2-week professional development bootcamp summer session. Interns are expected to work 25 hours per week during the school year and up to 40 hours per week.

ELIGIBILITY

Both undergraduate and graduate students are welcome to apply but must be enrolled in their program full-time.

All interns should have:

- Exceptional oral and written communication skills
- Outstanding research and analytical skills
- Strong attention to detail, organizational skills, and administrative capabilities
- Demonstrated maturity to work successfully in professional and high-pressure situations
- Strong computer literacy. Strong Excel skills are a plus
- Basic program and financial management skills are a plus

OFFICE OF ECONOMIC DEVELOPMENT

The Office of Economic Development develops policy, programs, projects, and initiatives pertaining to economic development. Interns will support the office by conducting critical research and communications including the development of key messages, research briefs, and updates to web-based content. Interns will provide logistical, administrative, program development, and team management support including representing MOED at community events as needed and communicating with business constituents as needed.

MOED interns are each assigned to one of the following teams:

The Mayor's Economic Team develops strategy, planning, and policy related to job creation, economic development, new business recruitment, and business retention. The team interacts with a wide swath of business sectors.

Prospective interns will acquire valuable insight into developing business strategy, planning and policy through a hands-on experience in the public sector. Interns will assist each team member with projects and tasks relating to job creation, program marketing, economic development, new business recruitment and business retention. Interaction with and understanding of a wide variety of businesses, ranging from Fortune 500 companies to smaller manufacturing companies, will be required.

Interns will prepare written briefs, perform industry and policy research, develop key reports and represent the OED team at community events and meetings as needed. Interns will need to possess strong communication, writing, critical thinking, and organizational, professional and quantitative skills. Key sectors include: manufacturing & aerospace, technology & clean tech, life sciences & healthcare, real estate, tourism & entertainment.

OFFICE OF PUBLIC ENGAGEMENT

The Mayor's Office of Public Engagement (MOPE) is the result of Mayor's vision for an inclusive, transparent, accountable and responsible city government. MOPE acts as a point of coordination for dialogue between the Mayor's Office and the diverse constituents and communities of Moss Point & Jackson County. To this end, MOPE organizes, produces and staffs various events throughout the year to create opportunities for the Mayor to engage with residents and them with him.

An internship in MOPE allows interns to experience the exciting day-to-day operations and mechanisms of working in a unique, fast-paced department within the Mayor's Office where carefully vetted candidates will have the opportunity to learn how policy affects a community and its residents. Interns are encouraged to take on leadership roles and special projects as skills progress.

MOPE interns assist staff in coordinating the following events and services:

- Official appearances – events where the Mayor may speak, attend, present, or receive an award
- Neighborhood Walks – events where the Mayor visits a community and connects with constituents
- Office Hours – where the Mayor and senior officials hear constituent concerns and discuss resolutions
- Constituent Services & Mayor's Help Desk – handles one-on-one constituent interactions, essentially serving as the customer service arm of the Mayor's Office

OFFICE OF BUDGET & INNOVATION

The Mayor's Office of Budget and Innovation (MOBI) helps transform City of Moss Point operations by bridging core government functions with new technology and innovative practices. MOBI manages the Mayor's budgeting and performance management processes along with overseeing personnel, sustainability, data management and analysis, and gender equity functions for the city. MOBI serves as the Mayor's liaison to 2 departments with a lean model of personnel. In partnership with the other Offices of the Mayor, MOBI has

helped build a data-driven culture of management around such key-priorities focusing on decreasing debt services.

MOBI interns conduct policy research, analyze data, research and develop metrics, explore new mapping tools (with Jackson County, develop and write white papers and reports, create presentations, carry out administrative duties, and volunteer at events.

- Budget and Management is the center of the Mayor's responsibilities as the Chief Executive for the city. The team oversees core annual functions of the government such as performance management and fiscal oversight.
- Innovation and Transformation Team serves as an in-house consulting team focused on helping the City address complicated problems. Working side by side with senior staff across the City, including Departments, residents and local organizations, the team develops products and solutions that help to alleviate our city's biggest challenges.
- Data Team seeks to unlock insights using the power of open data and collaborative visualization tools. They work with city departments, the civic tech community, sister cities, private partners, and academics to develop insights and digital tools that make the City more effective and efficient.
- Sustainability Team is charged with the implementation of the Mayor's Sustainable City plan, which is a roadmap for a Moss Point that is environmentally healthy, economically prosperous, and equitable in opportunity for all. The office is currently undertaking a succession plan which is set to be released in January of 2020.
- Census 2020 Team seeks to facilitate an accurate count in Moss Point by engaging hard-to-count populations in the Moss Point, working with local regional Census Management team out of Gulfport, MS.

OFFICE OF COMMUNICATIONS

The Mayor's Communications Office develops strategies for communicating with the public through traditional press and earned and social media. Prospective interns should be undergraduate or graduate students who thrive in a professional and fast-paced setting and have a strong interest in political communication.

INTERNSHIP ITINERARY

WEEK 1	<ul style="list-style-type: none">• Introduction to all city departments. Tour of City Hall and work stations and department assignments.
WEEK 2	
WEEK 3	
WEEK 4	
WEEK 5	
WEEK 6	

WEEK 7	
WEEK 8	
WEEK 9	
WEEK 10	