Mayor’s Hispanic Liaison Office Intern

**Position:**
Hispanic Liaison Office intern

**Skills required:**
Bilingual – English and Spanish. Verbal communication skills, note-taking skills, writing skills, ability to follow directions and meet deadlines.

**Job description:**
Hispanic Liaison office interns will serve as a point of contact for constituents seeking services from the Hispanic Liaison Office. Intern responsibilities include maintaining database, translating documents, taking calls and gathering basic information on the reason for their call, i.e. name of the caller, type of request: information and referral, subject matter, person sought for response.

Hispanic Liaison office intern will forward information obtained to the Hispanic Liaison for determination of appropriate processing. The Hispanic Liaison Office intern may be asked to return calls with basic information or to obtain additional information from the constituent. The Hispanic Liaison may also direct the Hispanic Liaison office intern to contact City government offices or officials to obtain information. All inquiries inside or outside of government will be made under the direction of the Hispanic Liaison. At absolutely no time is the Hispanic Liaison Office intern to act as official spokesperson for the Mayor’s Hispanic Liaison, the Mayor’s Office or the Mayor.

Mayor’s Hispanic Liaison office intern will also assist in coordinating, organizing and setting up events, including Business and Homebuying Workshops and Health Fairs. The Mayor’s Hispanic Liaison will provide direction when interns are performing in this capacity.

The Mayor’s Hispanic Liaison office intern position is an unpaid position and interns report directly to the Mayor’s Hispanic Liaison. The position will provide each intern with the exposure to community development and events planning, in the unique environment of the Mayor’s Hispanic Liaison office.