Intern for the City of Oakridge

The City of Oakridge is looking for talented interns this summer and/or fall. We have several different projects and ongoing work available depending on your passion. You would work directly for the City Administrator and have an office and desk at City Hall. Some of the primary needs for the city:

* **Communications** – the city has received several grants dealing with woodsmoke reduction and mitigation. The staff needs an outgoing and talented communicator and facilitator to act as an interface between the citizens, staff, and contractors as they begin their work. The intern would be given access to the primary vehicles of communication: the city website, Facebook page and direct mail. The expected outcome would be a citizenship which is informed, supportive and understands the need for the effort.
* **Strategic Planning** – The city is renewing their strategic plan which expired in 2018. We have received a Ford Family Foundation grant to hire a facilitator to conduct city council retreats and a town hall for the citizens. The intern would work with the non-profit in the facilitation then take over the draft strategic plan they provide and bring it to fruition. A key effort will be developing a system to measure the progress toward the achievement of the strategic goals and desired outcomes.
* **Emergency Planning** – the city has an Emergency Response Plan but needs an intern to bring it into National Incident Management System (NIMS) compliance. This will be a project which involves significant research and interface with Lane County Emergency Management. It would also require interface across the city departments.
* **Organizational Management** – the city needs to implement a system to organize all the city resolutions, ordinances and city council agendas and minutes and make them available to the public. The city website has the capability but needs an intern to create the process. In addition, all city documents, manuals and records need to be made web friendly and accessible. While the city has the structure in place to support this, it has never been fully developed. This effort will require an intern with significant IT experience.

Internships would provide significant experience in conflict resolution and communications by finding successful solutions through compromise and seeking common ground. The city would provide mileage reimbursement for commuters. A partial telework situation could be arranged if desired.

If interested, please send resume and cover letter to Oakridge City Administrator Bryan Cutchen. [cityadministrator@ci.oakridge.or.us](mailto:cityadministrator@ci.oakridge.or.us)

Come out to the foothills and take ownership in the success of the City of Oakridge!