

Progressive Internship Opportunities 2024

Emergency Management & Homeland Security (EMHS)

EMHS is seeking an intern to contact senior officials at various departments, counties, and cities. This internship will focus on working with community partner public safety agencies, leadership, elected and appointed officials, volunteer organizations, community partners, civic engagement, and outreach. Typical assignments include identifying and developing resource availability to better assure public safety response and recovery, build disaster resilience, help identify current capabilities and future needs for funding in the homeland security and emergency management enterprise, assist in raising awareness of disaster risk, preparedness and collaboration with community partners and gather data from Ramsey County Sheriff, County Attorney, and directors of several departments.

The ideal candidate for this position would be someone professional with general office skills, attention to detail, basic research skills, and a good communicator.

Location: Virtual and onsite at the Ramsey County Emergency Management & Homeland Security Department, 90 Plato Blvd. West St. Paul, MN 55107

Elections

Ramsey County Elections is seeking talented students to utilize their unique skillsets and passion serving the community through learning and contributing to challenging, real-work opportunities. There is currently 1 progressive internship opportunity in our Election Services Department that is planned to begin May 2024 and last over the course of one to two years. Interns typically work 10-20 hours per week.

The internship will focus on working with election judges, training election judges, providing customer service to election judges and residents who conduct business in person, over the phone and electronically. Typical election judge work duties include election judge assignments, answering phones, responding to email, conducting training and other duties as assigned.

Location: Virtual and onsite at the Ramsey County Elections Department, 90 Plato Blvd. West St. Paul, MN 55107

County Assessor - Real Estate Data Intern

The Ramsey County Assessor Department estimates market value and determines property classification for property tax purposes with a mission to provide accurate and equitable valuation/classification of property located in Ramsey County.

This internship will focus on collecting data of existing properties. You will have the opportunity to learn and apply the principles and techniques of real estate appraisal. Typical assignments include reviewing and updating county property records of standard, residential real estate construction and providing information to the public. Special projects and additional duties may include data analysis and tax petition administrative work.

Ideally, candidates will have: 1) The ability to analyze and interpret data, 2) good verbal communication skills 3) an interest in real estate, a desire to learn the principles of real estate appraisal.

Location: Virtual and onsite at the Ramsey County Assessor Department - 90 Plato Blvd. West St. Paul, MN 55107

121 7th Place East, Suite 4000
Saint Paul, MN 55101
Phone: (651) 266-2700
Fax: (651) 266-2727
TDD: Dial 711
www.ramseycounty.us

EGCI Controller

Ramsey County's Economic Growth and Community Investment (EGCI) Service Team is seeking a Finance Intern for its centralized Finance & Accounting Department. Most of the work can be done remotely with some in-person work occurring occasionally. Interns typically work 10-20 hours per week. This team does a variety of work including construction, grant management, and affordable housing. Your work here will have many positive impacts on the community. Position will work with the Controller and the professional staff.

This Finance internship will focus on building your finance and reporting skills. It will build on your Finance & Accounting skills and knowledge by working in many areas of business. This includes our Accounts/Receivable, Accounts/Payable, and Financial Reporting areas.

Location: Ramsey County Courthouse, 15 West Kellogg Boulevard, 210 Courthouse, St. Paul, MN 55102

Communications & Public Relations

Communications & Public Relations keeps residents, businesses, visitors and employees up-to-date with Ramsey County news and events. The department also serves as the county's primary liaison with the [Ramsey County Historical Society](#).

Digital Communications - Progressive Internship Opportunity

Ramsey County Communications & Public Relations is recruiting for a motivated, energetic intern to assist with communications projects. The internship will provide opportunities to gain work experience in the areas of strategic communications, visual design including graphic design, digital marketing including website, public relations, and organizational/internal communications.

Duties and Responsibilities:

- Assisting departments with various communications plans and campaigns
- Organizing, updating and developing content for web pages, newsletters, advertisements, presentations, and other materials.
- Reviewing communications materials for adherence to [brand standards](#).
- Supporting communications staff at media events.
- Other duties as assigned.

Training will be provided by department staff. Applicants are not expected to have experience in all duties and responsibilities. Students seeking degrees in communications, web design or development, information systems or marketing are encouraged to apply.

Location: This internship will be at 15 West Kellogg Boulevard, St. Paul, MN 55102.

About the Progressive Internship Program

The Progressive Internship program is a partnership between Saint Paul College, Metropolitan State University and Ramsey County. The program is structured to provide a two-year experience across a student's transfer from Saint Paul College into a four-year program at Metro State. During this time, interns will have the opportunity to gain work experience in a local government setting through different projects of progressive difficulty. Interns will also have a chance to interact with other students in the program and expand their network within Ramsey County government.

Compensation: \$18.90 (non-benefit eligible)

Eligibility - We seek students who meet the following eligibility guidelines:

- Completed the first year of college by the time the internship starts (at least 24 credit-hours of academic coursework).

- A student at Saint Paul College or a transfer student from Saint Paul College now studying at Metropolitan State University.
- Interest in local government, public service, and real estate.
- Ability to work independently and able to relate to members of the public.
- Ability to work on your feet, to work outdoors in all weather and be able to perform accurate and consistent work.
- A car is preferred for some assignments, and intern will be reimbursed for mileage.

Tentative Timeline: Initial screening of applications will occur the first week in March 2024. The interview process is expected to begin around March 18th with selected candidates starting the internship in May 2024.

To learn more and apply: Visit www.ramseycounty.us/jobs, view current job openings, select the Progressive Internship opportunity, select “apply” in the upper left corner, complete application (including attaching resume).

Questions? Contact Noelana Gates at 651-266-2726 or Noelana.gates@ramseycounty.us.