



2020

Summer Internship Announcement Chesterfield County

Human Resources
P.O. Box 40
Chesterfield, VA 23832
804-748-1551
www.chesterfield.gov/internships

- Department: Citizen Information and Resources
- Program Dates: May 18, 2020 – July 24, 2020
22 hours per week
\$12/hour undergraduate - \$14/hour graduate student
- Who we are: The Department of Citizen Information and Resources was newly created in FY2019 to consolidate county programs and functions creating a “one-stop-shop” for Chesterfield County residents to improve access to services and community resources. The department merged the following services: Aging and Disability Services; Community Engagement and Volunteerism; Mobility Services; Multicultural Services; and Youth Services.
- What you will learn: You will receive a wide variety of experience in three divisions within the department. You will be involved in special event planning, help with youth, multicultural and volunteerism activities and events. You also will be involved in activities for the Aging and Disabilities division. In addition, for Mobility Services you would be assigned data analysis for Access on Demand and assess Chesterfield transportation programs.
- The Chesterfield Experience: As an intern in Chesterfield County, you will have an opportunity to meet with county leaders, collaborate with your peers, attend training seminars, and participate in team building exercises to complement what you will be learning in the professional work environment provided by the Department of Citizen Information and Resources.
- Minimum Qualifications: Candidates must be enrolled as current undergraduate or graduate students and have a minimum grade point average (GPA) of 2.8. Must have completed college coursework in Human Services, Public Administration, Business Administration or related field. Must possess excellent written and verbal communication and interpersonal skills. Successful completion of a fingerprint-based criminal history check and pre-employment drug screen required. Some driving may be required.

For consideration of this opportunity, candidates must complete the application requirements listed on our website at www.chesterfield.gov/internships by **February 21, 2020**.

Chesterfield County is an Equal Opportunity Employer
Committed to Workforce Diversity