



## **Administrative Intern**

### **ABOUT US**

With a workforce of more than 30,000 people, and opportunities in more than 1,000 different job categories, the City of Philadelphia is the sixth largest city in the United States and one of the largest employers in Southeastern Pennsylvania. As an employer, the City of Philadelphia operates through the guiding principles of service, integrity, respect, accountability, collaboration, diversity and inclusion. Through these principles, we strive to effectively deliver services, to resolve the challenges facing our city, and to make Philadelphia a place where all of our residents have the opportunity to reach their potential.

The Office of the Philadelphia City Controller is the independent watchdog agency of the City of Philadelphia that strives to promote honest, efficient, effective, and fully accountable city government. We address this mission by: providing timely and objective analysis on the availability of funds for all city contracts; preventing inappropriate spending of public funds; and providing objective, timely, and relevant information to city officials, the public, and other interested parties about financial operations of the city, and on ways to improve city operations and the use of public resources.

To learn more about the office, visit <https://controller.phila.gov>.

### **JOB SUMMARY**

The Administrative Intern will assist the Chief of Staff, First Deputy Controller and Administration Unit with various administrative duties and day-to-day operations, including project management, human resources and other administrative functions.

### **DUTIES AND RESPONSIBILITIES**

- Support the Administration Unit
  - Organizing and formalizing internal procedures guides
  - Update budget documents/charts
  - Review and analyze data
  - Compile and organize data in user friendly format
  - Research best practices and other municipal governments on a variety of topics
  - Summarize research and organize with clarity in a format for presentation (written and oral)
- Assist in performance metrics project
- Other responsibilities as assigned

### **QUALIFICATIONS**

Education: Currently an undergraduate student studying business administration, business management, human resources or a related field.

Experience: Strong organizational skills and attention to detail

Ability to multitask in a fast-paced environment  
Excellent interpersonal skills  
Strong oral and written communications skills  
Proficiency in Microsoft Office applications (Outlook, Word, Excel, PowerPoint)

### **ADDITIONAL INFORMATION**

- Time commitment: between 30-35 hours a week
- Pay rate: \$15 an hour (college credit is also available upon request)
- Office is located in the Municipal Services Building, 1401 John F. Kennedy Blvd. Philadelphia, PA 19102)
- Internships are not eligible for employee benefits

The City of Philadelphia is an Equal Opportunity employer and does not permit discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status. If you believe you were discriminated against, call the Philadelphia Commission on Human Relations at 215-686-4670 or send an email to [faqpchr@phila.gov](mailto:faqpchr@phila.gov). For more information, go to: Human Relations Website: <http://www.phila.gov/humanrelations/Pages/default.aspx>.

### **HOW TO APPLY**

Please send resume and cover letter to [Tamekia.Jordan@Phila.gov](mailto:Tamekia.Jordan@Phila.gov) by April 10, 2020.