



CITY OF PHILADELPHIA

OFFICE OF THE MANAGING DIRECTOR

TUMAR ALEXANDER
Managing Director

1401 John F. Kennedy Boulevard
Suite 1430
Philadelphia, PA 19102-1683

Internship Opportunity MDO Policy Intern (JR00035286)

About the MDO

The City of Philadelphia's Managing Director's Office (MDO) is a cabinet-level office with oversight of the City's operating departments. The MDO works with these departments to:

- Create and successfully enact new policies.
- Deliver efficient, effective, and responsive public services.
- Implement the mayor's vision.

The MDO oversees departments in five clusters:

- Community Services
- Criminal Justice and Public Safety
- General Services, Arts, and Events
- Health and Human Services
- Transportation, Infrastructure, and Sustainability

The MDO also provides strategic oversight and support for the Philadelphia Police Department, Philadelphia Fire Department, Department of Prisons, Department of Licenses and Inspections, Office of Emergency Management, Opioid Response Unit, and Police Advisory Commission. You can learn more about MDO by visiting <https://www.phila.gov/departments/managing-directors-office/>.

Job Location

This opportunity will adhere to all COVID-19 health and safety guidance and may be performed in-person, from-home, or a combination of the two. In-person work will be performed at:

City of Philadelphia
Municipal Services Building
1401 John F. Kennedy Boulevard
Suite 1430
Philadelphia, PA 19102

Job Description

The MDO's Policy & Initiatives unit ("MDO Policy & Initiatives") is looking for fall 2021 policy interns. MDO Policy & Initiatives is responsible for advancing key priorities, including the work of the Opioid Response Unit, and providing oversight of the MDO's policy and legislative activities.

This internship position is a great opportunity for students seeking a career in public service, policy, or lobbying. Interns will spend the semester getting a closer look at the operations of government and improving their policy development and project management skills.

We are looking for interns to work part-time (15 hours/week) in our office and/or remotely, from August through December 2021. Availability to intern for both the fall 2021 and spring 2022 semesters is preferred. Start and end dates are flexible, dependent on the academic term.

We need students who are organized, hardworking, self-motivated, and strong writers to help support the office's work, including performing research and writing memos to support the development of new policies, initiatives, and the implementation of programs for the City administration. Internship project examples include supporting the

Opioid Response Unit by researching peer city best practices for measuring impact of opioid response strategies and investments; researching best practices to expand opioid prescriber oversight; and tracking, monitoring, and drafting summaries of City departments' support for and in investments in responding to Philadelphia's opioid epidemic.

This opportunity is ideal for learning about public service, government operations, legislation, public relations, community organizing, policy development, program management, and cross-departmental collaboration. Those studying public policy, government, political science, economics, communications, law, or related fields are encouraged to apply. Those with experience working directly with Philadelphia communities are also encouraged to apply. We are looking for a team player with an enthusiasm for learning new skills while utilizing existing professional talents to assist with our office's operations.

The position is only available to students with work study eligibility only.

Job Requirements

1. Candidate must be a multi-tasker who can think independently, creatively, and quickly. A detail-oriented work style in this fast-paced environment is a must.
2. Candidate must have excellent writing, research, and computer skills (Microsoft Word, Excel, and PowerPoint).
3. Candidate must have excellent phone skills, a professional demeanor, and a good sense of humor.
4. Students in graduate programs or seniors in undergraduate preferred.

How to Apply

Email cover letter and resume to Charlotte.Castle@phila.gov.

Contact Information

Charlotte Castle
Deputy Director of Policy & Initiatives
Office of the Managing Director
City of Philadelphia
Charlotte.Castle@phila.gov