**Overview:** City Council offices serve as the legislative body of Pittsburgh as well as the primary contact point for resident concerns and issues. The main responsibilities of council include drafting, proposing, and debating legislation and policy, overseeing the city’s finances, reviewing all legislation introduced by the Mayor’s administration, and nominating, reviewing, and approving board and commission representation. City Council offices also handle resident and community group issues relating to city services and functions by working as a liaison - planning, legislating, and advocating as needed. Often, Council members work on specific projects and/or ideas that they are passionate about. These issues can vary, but are an essential aspect of the work done within the office – economic development, transportation improvements, technology upgrades for city services (examples) – as they serve to fulfill the policy direction of the Council member.

**Position:** Legislative Aid and Community Liaison - Internship

**Description:** An internship with the District 7 City Council Office provides hands-on experience with local government on several different levels. Interns are exposed to 1) the legislative process including research, policy development, and drafting legislation; 2) constituent services – assuring residents receive necessary and essential city services; and 3) community organizing/collaboration building (neighborhood groups, advocacy organizations, local associations, etc.) to solve systemic problems, issues, and concerns.

**Location:** 414 Grant Street, Pittsburgh PA 15219

**Start Date:** Fall/Spring Semesters **Hours:** To coincide with required credit hours

**Requirements:** First year, second year, or part-time MSW students may apply. Interested students are asked to submit a brief outline of their interests along with a resume. **Previous experience in an elected official’s office is not required.**
Pittsburgh City Council
Constituent Service/Legislative Intern

The Constituent Service/Legislative Intern is a supportive position integral to the Council District 5 office. They will be required to act as liaison with the community, maintain administrative protocols, data management, answer constituent concerns, research issues and legislation, support projects and position the council office to provide quality and timely service.

Interns will be the first point of contact for many of the constituents that contact the City Council office. They will be required to answer the phones, assess the needs or problems of constituents, work with staff to plan an intervention, and then follow the case to a point where the issues is resolved or the office has exhausted all of its resources. This part of the internship requires complete data collection and attention to the needs of the constituents.

The intern will from time to time be required to attend community meetings and to work closely with community based organizations. Semester long project will be assigned based on the needs and desires of community based organizations in the District.

Lastly, the internship may require to research prospective legislation. The Councilman or Chief of Staff may at any time ask the intern to research specific topics or initiatives done in other cities. The intern will also have the opportunity to work with stakeholders to shape legislation, write the final draft, and usher legislation through the process.
Pittsburgh City Council District 4 Internship

The Office of Pittsburgh City Councilwoman Natalia Rudiak is seeking a social work intern. Councilwoman Rudiak represents Council District 4 in the City of Pittsburgh, which includes Beechview, Bon Air, Brookline, Overbrook, Carrick, and part of Mt. Washington. Councilwoman Rudiak was first elected to office in 2009. More information is available on our website at www.pittsburghpa.gov/district4

Position Overview

An internship in the Office of Councilwoman Rudiak is an immersive learning experience that will give you a well-rounded understanding of local government and community development. Interns receive training and experience in the three major facets of our work: communications, case management, and policy development. Assignments include: working with constituents in the district, writing external communication and articles for the newsletter, policy research, administrative duties, and more. Students may also spend time working on specific projects with community partners.

This is an unpaid internship. Staff will support your efforts to earn college credit and federal work study, if those options are available to you.

Qualifications

- This position is part time and requires at least 10 hours of work per week during normal business hours (9 AM- 5 PM, M-F). Some evening and weekend hours to attend community meetings and other neighborhood events are encouraged, but not required.
- Applicant must demonstrate an interest in public policy, community service, economic development, politics, etc.
- Applicant must be an excellent writer.
- Some local travel in the district may be required.
- Ideal applicant will enjoy learning new skills on the job.

Workplace Culture

Team Rudiak is committed to maintaining a culture of collaboration. Staff hold themselves and each other accountable to the highest standards of integrity and public service. The Council District 4 office is a friendly and fast-paced work environment, and we support the professional development of our staff.

Application

Please include your resume, a brief letter explaining your interest in the position, and a writing sample no longer than two pages to your Field Advisor. All applications will receive follow-up communication when relevant action is taken on the position.