About City of Reno
The City of Reno Government is comprised of over 10 different departments. Those include the Mayor and the City Council, the City Manager’s Office, the Fire and Police Department, Special Events Department, Public Works and business licensing to name a few. We manage a large budget and provide services and make decisions on behalf of the City of Reno taxpayers.

About the Internship
The Mayor’s Office is seeking interns to assist with multiple projects. The first would be assisting with social media on a multitude of platforms for the Mayor that includes creating original content to be posted to social media platforms and the review of social media materials before being posted. The intern would also assist with constituent mail, research, scheduling, talking points and social media. Additionally, the intern would be invited to select events/appearances and City Council Meetings when your schedule permits. Professional attire is not required for this internship however it is encouraged. There will be certain days when the intern would be required to wear professional attire.

Required Qualifications
- Strong writing skills
- Proficient with social media platforms including Twitter, Facebook and Instagram
- Passion for Social Media
- Ability to multi-task
- Attention to detail and excellent organizational skills
- The ability to assist in proofing all social media materials before posting to ensure accuracy and that content is consistent with the brand voice of the City of Reno

Preferred Qualifications
- Desire to work in a political environment
- Desire to improve assisting with day-to-day community management
- Interest in gaining experience in being part of the voice of City of Reno across its social media communities

Internship Duties
- Research for the Mayor
- Assist with constituent mail and outreach
- Assist with social media content
- Attend select meetings and events
- Assist with office communications

$12/hour for 120 hours
Spring Semester 2017

Apply by November 1st, 2016
at www.unr.edu/career