

# City of Minneapolis Public Works Public Works Equity Team Internships

Apply online including a cover letter and resume on or before February 29, 2024.

## Who is Public Works?

The Department of Public Works designs, builds and maintains the City of Minneapolis' infrastructure, which includes but is not limited to: streets and bridges, public buildings, City's fleet of vehicles, storm and sanitary sewer system, drinking water treatment and distribution, all public and off-street parking, traffic signals, signage and striping; solid waste and recycling, and more.

## The internships

The Public Works Equity Team internship supports a variety of projects and initiatives led Workforce Coordinator in the Administrative division of the Minneapolis Public Works department. The intern will assist with research, documentation, interpretation, and analysis of information to help guide decision-making and ensure the success of internal and external programs.

**We are currently seeking qualified candidates to fill the following internship position:**

- **Public Works Equity Team Intern**
  - 1 Position available

## Internship snapshot

### All applicants must:

- Be 18 or older
- Have a valid driver's license
- Registered for college
- Be willing to work outdoors in all types of weather

### Compensation:

- Varies with education and experience
- Wages start at \$21.63 hourly, \$21.95 hourly for returning interns

### Duration:

- May to August
- Possibility to extend thru. November

### Hours:

- 40 hours per week
- Willing to accommodate school schedules
- See position descriptions for more details

*Public Works has determined that a criminal background check, qualifications check and /or Drug and Alcohol testing may be necessary for this position.*

### Questions?

Contact [monique.fish@minneapolismn.gov](mailto:monique.fish@minneapolismn.gov)

Apply online at  
[minneapolismn.gov/pw-jobs](https://minneapolismn.gov/pw-jobs)



## Responsibilities and Duties

- Support Public Works Equity Team with DEIB programs and strategic initiatives as well as research and policy advice.
- Support in the recommendation and creation of professional development opportunities across the department.
- Support with MS Teams Channel management, including updating resources and maintaining files.
- Provides administrative and project support as assigned such as copying, filing, entering and extracting data, scheduling conference calls and meetings
- Contribute innovative ideas and share best practices relevant to DEIB as well as the ability to handle complex courageous conversations in a group setting.

### **Preferred Qualifications:**

- The ideal candidate will have education in one or more of the following: Human Resources, Communications, Business Administration or other closely related field.
- An understanding, awareness, and sensitivity to the experiences of individuals who have been historically marginalized.
- Good interpersonal skills, active listener and have a strong interest in creating and developing safe, equitable and inclusive spaces.
- Proficient with Microsoft Office Suite (Channels, Word, Outlook, Excel, PowerPoint).
- MS Teams experience strongly preferred.
- Hybrid work environment with physical location at Minneapolis City Hall.

## Location

This position may be eligible for flexible work arrangements, including hybrid work with some days working remotely and some days working in the office.

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### Questions?

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