**County Executive Internship Program**

**Internship Summary:**
The Association of Minnesota Counties and Minnesota Association of County Administrators are seeking a graduate student to participate in a fall semester internship program. The intern will collaborate on projects with county CEOs from across the state of Minnesota including a semester-long research project on an emerging local government issue that will have practical application for county leaders. Past projects have been used by county boards to adopt and implement operating procedures, update county policies, and inform AMC’s lobbying team on legislative issues important to county leaders.

**Intern Responsibilities:**
- Assist with scoping semester-long research project, developing research questions, and identifying potential uses for project’s results.
- Identify and compile information needed to fulfill research project parameters. This may include interviewing county officials or facilitating listening sessions.
- Analyze collected research materials and prepare preliminary findings of research project. Draft initial communications on the projects’ conclusions.
- Support Research Coordinator, as needed, with additional short-term research projects.
- Prepare for meetings with county leaders.

**Professional Development Opportunities:**
- Build a professional network of county leaders, career public servants, lobbyists, and non-profit professionals.
- Gain knowledge of day-to-day operations of local governments in Minnesota and study how public policy is put into practice.
- Develop expertise in a specific emerging local government issue.

**Qualifications:**
- Current student or recent graduate of a master’s program in Public Administration, Public Policy, Urban Studies, or related field.
- Strong communication and interpersonal relationship skills; comfortable making phone calls and initiating communication.
- Experience with long-term, research projects including scoping project parameters, collecting source material, organizing data, and drawing conclusions.
- Excellent written communication skills with an ability to adjust writing for different audiences.
- Curious and a self-starter.

**Compensation:** $20/hour for 10-20 hours a week for a total of 150-300 hours.

**Application:** Please submit cover letter and resume to Jill Suurmeyer (jsuurmeyer@mncounties.org) by August 11, 2024.

**About the Association of Minnesota Counties:** The Association of Minnesota Counties (AMC) is a voluntary, non-partisan statewide organization that has assisted the state’s 87 counties in providing effective county governance to the people of Minnesota since 1909. The association works closely with the legislative and administrative branches of government in seeing that legislation and policies favorable to counties are enacted. AMC also provides educational programs, training, research, and communications for county officials.