



Internship Job Description

The City of Portage's Municipal Internship Program provides students with on-the-job public sector training and experience while making important contributions to the city.

The intern will work closely with the City Manager's office, Department heads, and other employees throughout the city.

Some of the job details may include:

- **Participating in the public process by assisting staff with citizen advisory boards & commissions.**
- **Assist with community outreach activities.**
- **Perform entry-level professional administrative work, research and analysis.**
- **Assisting on special projects.**
- **Becoming familiar with the operational responsibilities of assigned departments**