

MID-OHIO REGIONAL PLANNING COMMISSION



LOCAL GOVERNMENT SUMMER INTERN 2021 REQUEST FORM

1. HOST GOVERNMENT NAME:
2. CONTACT NAME:
3. CONTACT EMAIL:
4. CONTACT PHONE:
5. NUMBER OF HOURS PER WEEK INTERN IS REQUESTED:
6. Place an X in below items:

___ We would like to participate in the Local Government Internship Program for Summer 2021. We agree to the responsibilities outlined in the information.

___ We agree that we will be employing any interns through the Program, not MORPC, and that we are solely responsible for complying with, and will comply with, all applicable employment matters related to any intern we employ through the Program.

___ We agree that we are not relying upon any statement by MORPC regarding any intern that we employ through the Program and that we make our own decision regarding whether or not to hire an intern and under what conditions.

___ We acknowledge that we will be invoiced the \$650 Local Government Internship Program Fee per intern that covers items such as: intern orientation, initial applicant screening, intern job posting, initial telephone interview with intern candidate, and a portion of the coordination costs.

___ We will need some financial assistance in order to participate in the program.

DESIRED SKILLS: Please an X

- | | | |
|----------------------------------------------------------------|---------------------|-------------------------|
| ___ Microsoft office suite
(word, excel, power point, etc.) | ___ Graphic Design | ___ Social Media |
| ___ Adobe Creative suite
(photoshop, InDesign, etc.) | ___ GIS/Mapping | ___ Research |
| ___ SketchUp/AutoCAD | ___ Public speaking | ___ Digital Photography |
| ___ Writing | ___ Mathematics | ___ Data Analysis |
| | | ___ Other: _____ |

INDICATE THE DESIRED MAJOR OF STUDY:

BRIEF DESCRIPTION OF INTERN PROJECTS AND TASKS: (ATTACH ADITIONAL PAGES IF NEEDED):

SEND COMPLETED FORM TO: eleuby@morpc.org preferably by December 15, 2020.