



County Executive's Office Intern

Role and Responsibilities:

Answer phones
Press releases
Filing
Research

Qualifications and Education Requirements:

Must be currently enrolled in college

Specific majors, coursework or backgrounds that would be helpful to this work

English major, government work experience

Preferred Skills:

Strong writing skills
Communication skills

Department: County Executive's Office

Location: County Office Building, 40 Gleneida Ave., Carmel, NY

Salary: High School Student \$8/hr.
College Student \$9/hr.
Graduate Student \$10/hr.

Schedule: up to 25 hours/week for 8 weeks

Supervisor: Patricia Simone

