

# INTERNSHIP OPPORTUNITY: DATABASE DEVELOPMENT INTERN

Office of the Mayor – City of Oakland, CA  
One Frank Ogawa Plaza, Oakland CA 94612



## Goals:

The Database Development Intern serves the people and Mayor of Oakland by assisting professional staff in imagining, developing and testing a prototype database to service the Mayor's Office and integrate into future customer service systems including LAGAN, City Works, Acela, and other municipal workflow products. Under the direction of the Deputy Mayor and technical staff from the Department of Information technology, the Database Development Intern surveys professional staff, compiles and analyzes responses, supports development efforts, road tests prototypes, enters data and trains volunteers to enter data. The Intern may research existing products, other municipalities' work systems, and commercial products, as well as assisting in developing documentation and training materials. Training and supervision will be provided by senior members of the mayor's staff, DIT professionals and experienced volunteers.

## Responsibilities:

- Under direction of the Deputy Mayor, survey potential users for uses and needs. Compile and analyze data
- Work with professional staff to detail requirements, functionality and construction
- Enter data and train volunteers to enter data
- Document workplans and workflow processes. Assist in documentation of development plans and user training materials
- Assist in training on prototype and revisions
- Work must be performed onsite

## Skills:

- Attention to detail and to follow-up
- Familiar with Microsoft Excel, web-based databases and software, data entry and data management procedures
- Familiarity with communications strategies and needs
- Spanish or Cantonese/Mandarin communications a plus but not required

**Hours required:** 8 hours per week, M-F. This is an unpaid internship.

To apply, submit a resume, cover letter, writing sample, and 3 references to Kate Lefkowitz at [lefkowitzkate@gmail.com](mailto:lefkowitzkate@gmail.com) by October 14, 2011.

Oakland City Hall is convenient to AC Transit and BART.

# INTERNSHIP OPPORTUNITY: PROCLAMATION COORDINATOR

Office of the Mayor – City of Oakland, CA



## Goals:

The Proclamation Coordinator serves the people and Mayor of Oakland by researching, writing, and producing proclamations, support letters and certificates that recognize community or individual achievement. Reporting to the Mayor's Administrative Assistant, the Proclamations coordinator responds to requests by residents and organizations. To protect the City and Mayor's office, the Coordinator carefully researches the request, accuracy and context, editing as necessary and securing the approval of the Deputy Mayor before materials are produced. Training will be provided by the Mayor's Administrative Assistant and experienced volunteers.

## Responsibilities:

- Monitor dedicated email account, log requests
- Work with Mayor's staff to vet requests, researching organizations, honored individuals, etc. to ensure accuracy and credibility
- As needed, write or edit drafts
- Produce finished product using Microsoft Word
- Work with constituents to deliver proclamations, certificates and support letters in a timely way
- Anticipate needs and seek out opportunities to recognize achievement through community events, Council meetings, and Mayoral presentations
- As needed, present proclamations and represent Mayor's Office

## Skills:

- Research via phone, internet or other methods into local organizations, Oakland history, legislative and municipal issues
- Microsoft Word, Excel and Outlook
- Writing and editing skills to deliver professional materials that represent the City of Oakland and the Mayor's Office appropriately, reflecting community and leadership values and vision
- Attention to detail, ability to meet deadlines
- Ability to work with people from all walks of life
- Work must be performed onsite

Hours required: 8 hours per week. This is an unpaid internship.

To apply, submit a resume, cover letter, writing sample, and 3 references to Kate Lefkowitz at [lefkowitzkate@gmail.com](mailto:lefkowitzkate@gmail.com) by October 14, 2011.