

CITY OF WINDOM

2019 Summer Internship Program

The City of Windom is offering an opportunity for a Summer Internship Program. Projects for the program will be primarily administrative in nature and could include, website update, records organization, filing, research, and compiling report information. Work will also include special projects in the various departments of the City.

Minimum qualifications include a high school diploma and college course work related to finance, business or political science and a valid MN driver's license. If educational credits are sought, the position will require acknowledgement from a college or university pertaining to advancement of educational requirements of the intern.

The internship program will be up to 40 hours per week (could include evening hours and/or Saturday mornings) for approximately 8-10 weeks during the months of June through September, 2019. Timeframe is flexible. Salary for this position is \$10 per hour.



For a position description go online to:
www.windom-mn.com

or contact the City of Windom:

507-832-8652

444 9th Street

P. O. Box 38, Windom, MN 56101

or email:

Denise.nichols@windommn.com

*To be considered for this position, please submit a City of Windom
Employment Application online or to
City Hall by 5:00 p.m. on Monday, May 30, 2019.*