



Community Development Department Internship Program

1) Details:

- a) Title of Internship: Community Development Block Grant (CDBG) Intern, City of Conway, AR
- b) Location: 1111 Main Street (Conway Municipal Building, City Hall)
- c) Part-Time: 20 to 25 hours per week for 10 to 12 weeks, on average
- d) Spring Session: January - May (Start & End date will depend on program activities)
- e) Compensation: \$15 per hour

2) Description:

The City of Conway serves the 64,134 residents and business community of Conway. The Community Development Block Grant (CDBG) Program receives funding from the US Department of Housing and Urban Development to serve housing and community development needs of low-moderate income residents. Services and Projects underway are the OvernightEmergency Shelter, SpruceStreet CottageProject, CDBGWeek, and Transportation Services. This internship position would provide direct assistance for these projects and services as well as participate in public outreach, data collection, analysis for other long-range planning activities, and additional responsibilities as assigned.

3) WhatYou WillDo:

- a) Collaborate with local community members, work directly with our local non-profit organizations and the Office of the Mayor's Staff, amongst others.
- b) Create multi-media content to educate the public of Conway's CDBG Programs Services & Projects using local networks and on-line tools.
- c) Outreachto residents and stakeholders regarding CDBG programs and gathering public input on funding priorities.

4) Your Qualifications:

- a) Currently attending a local College or University in the City of Conway.
- b) An interest in community development, local city government, outreach, and /or research.
- c) Junior/Senior with GPA of 2.0 or higher.
- d) Excellent written, oral, and communication/presentation skills.
- e) Bilingual in English/Spanish highly preferred.

5) HowtoApply:

Drop application off at Conway Municipal Building - 1111 Main Street - Attn: Shawanna Rodgers

Important Information:

*Please note that it is important to complete all portions of the application and submit all required supporting documents to be considered.

All applicants and supporting documents should be returned to the Conway Municipal Building, City Hall located at 1111 Main Street. **Applications WILL NOT be accepted by email.** Original application should be signed and all documents should be photocopies. No pictures taken of documents will be accepted .

Applicants who submit late or incomplete applications will not be considered for the internship program and will be disqualified. If you have any questions regarding the program or application, please contact Shawanna Rodgers the CDBG Administrator at 501.450.6100 or cdbg@conwayarkansas.gov.

Required Supporting Documents

COPIES of all of the following documents are required to be submitted with your application in order for the applicant to be considered:

Internship Application Checklist:

1. Complete Signed Application
2. Current Cover letter & Resume
3. Copy of Drivers License
4. Copy of College I.D.
5. Current Transcript
6. Two Letters of Recommendation

General Job Description

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to general office labor. They are not intended to be construed as an exhaustive list of all the responsibilities, duties and skills required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assist Community Development staff in the following areas: competitive funding process tasks, compiling and updating policies and procedures, collecting analyzing demographic information, and researching best practices in affordable housing and other community development programs and projects.

Assist Community Development staff to organize project files, participate in Community Development team meetings, develops social media material, newsletters, memos and reports, and distributed documents as required.

Assist Community Development staff with IDIS and HEROES reporting, outreach in the community and monitoring activities of subrecipients.

Assist company personnel with inquiries; refer problems to appropriate staff.

Perform research on various assignments as required.

OTHER REQUIRED DUTIES AND RESPONSIBILITIES

Participate in various activities, operations, projects and meetings as assigned.

Perform other duties as assigned.

MINIMUM JOB REQUIREMENTS

EDUCATION

Currently enrolled at local College or University.

EXPERIENCE

None required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Proper public contact and telephone etiquette.

Modern office procedures, methods, and equipment including computers, copiers, and related equipment.

English use, spelling, grammar, and punctuation.

Ability to:

Tactfully respond to requests and inquiries from the general public.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Organize work for appropriate and timely completion.

Work independently in the absence of supervision.

City of Conway CDBG Internship Program Application
PLEASE PRINT CLEARLY.

APPLICANT

First Name:	Last Name:	Middle Initial:
Address:		
City: State: Zip Code:		
Cell Phone:	Home Phone:	E-mail:
College/ University:		G.P.A.: Classification:

Parent/Guardian

First Name:	Last Name:	Middle Initial:
Address:		
City: State: Zip Code:		
Cell Phone:	Home Phone:	Work Phone:
Email:		

OTHER INFORMATION

1. Are you at least 18 years of age? Yes ☐ No ☐
2. Are you a U.S. Citizen or lawfully authorized to work in the U.S.? Yes ☐ No ☐
3. Are you related to a City: employee, elected official or any Board member? Yes ☐ No ☐

If yes, name of relative and relationship to relative _____



4. Will you have reliable transportation to and from your job site? Yes ☐ No ☐

5. List most recent previous job experience, if any.

Employer:	Job Title:	Supervisor:	Phone Number:
Specific Duties:			

6. List any special skill, talents, or experiences you feel would be relevant.

References: Give names of three persons not relatives or former employees

	Name	Occupation		Phone Number	
1					
2					
3					

SCHEDULE AVAILABILITY & PREFERENCES

Internship hours range between 8 a.m. to 4:30 p.m. Please select your *preferred* schedule.

☐ 8 a.m. – 12 p.m. ☐ 1 p.m. – 4:30 p.m.

Are you available to work Special Events?

☐ Yes, I am available ☐ No, I am not available ☐

Applicant Name (Print) _____

Applicant Signature: _____

Date: _____

City of Conway, Arkansas
Internship Program Narrative Responses:

1. Why are you the best applicant for this internship?
2. What do you hope to gain from your experience working with the City of Conway Community Development Department?

Applications and supporting documents should be mailed or drop off in one packet to:

Conway Municipal Building, 1111 Main Street, Conway, AR 72032

If you have any additional questions or need assistance, please contact Shawanna Rodgers @
cdbg@conwayarkansas.gov.