COUNTY EXECUTIVE VOLUNTEER INTERN PROGRAM

Application Deadline: May 20, 2019

County Executive George Latimer’s Internship Program provides eligible high school students and college students a unique opportunity to gain valuable professional experience, build leadership skills, work closely with experienced staffers and learn about county government.

Specific responsibilities will vary by office. Overall, interns will be tasked with researching county-wide issues, drafting short memos and letters, attending and assessing community events and generally assisting with day-to-day operations. Interns will work directly with the County Executive’s staff, and develop a more detailed understanding of government.

Internship opportunities are available in the following offices:

- Communications
- Community Affairs
- Operations
- Economic Development
- Constituent Services

The 2019 County Executive Summer Internship runs from the week of June 3 to late August. The internship is unpaid, and requires 3-5 days of work per week. Precise scheduling can be flexible to the needs or scheduling requirements of accepted students. (Arrangements can be made to provide school credit, if applicable).

Interns will have the opportunity to attend weekly (informal) lunches with high-ranking staff in the County Executive’s administration. Interns have previously met with the Westchester County Attorney, the County Executive’s Director of Operations, the head of the Department of Public Safety, the head of the Department of Parks, and both County Executive George Latimer and Deputy County Executive Ken Jenkins.

Free parking will be provided for interns who drive to White Plains. All interns will be issued with County IDs. Interns will be given a degree of flexibility in their duties, with the ability to work across multiple departments and disciplines at the County Executive’s Office. In the past, interns have researched and proposed legislation which was later considered by the Westchester County Board of Legislators.

To apply, please complete the application below/attached and send it, along with a resume, cover letter, and writing sample (an article, assignment or post you have written) to Copernicus Crane at ccrane@westchestergov.com. Please include “CE Intern” in your subject line.

Interns will be notified by May 24, 2019.

For more information contact Copernicus Crane at 914-995-2946 or <ccrane@westchestergov.com>.

Complete the application below
# VOLUNTEER INTERN APPLICATION

**Name:** (Last, First, Middle)  
**Last 4 digits of Social Security Number**  
**Mailing Address:** Street  
**City, State, Zip Code**  
**Telephone No.**  
**Cell Phone**  
**Are you 18 years old or older?**  
**Are you a Westchester County Resident?**

### EDUATION

<table>
<thead>
<tr>
<th>NAME &amp; LOCATION</th>
<th>COURSE/MAJOR</th>
<th>TYPE OF DEGREE</th>
<th>DATES ATTENDED TO/FROM</th>
<th>DATE DEGREE RECEIVED OR EXPECTED</th>
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<tr>
<td>HIGH SCHOOL</td>
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<td>COLLEGE OR POST HIGH SCHOOL</td>
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<td>GRADUATE SCHOOL</td>
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<td>CERTIFICATES OR SPECIAL TRAINING</td>
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### VOLUNTEER/COMMUNITY SERVICE/EMPLOYMENT HISTORY

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<thead>
<tr>
<th>NAME &amp; ADDRESS OF EMPLOYER</th>
<th>FROM MO./YR</th>
<th>TO MO./YR</th>
<th>KIND OF WORK OR POSITION</th>
<th>PAID OR UNPAID</th>
<th>REASON FOR LEAVING</th>
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**Do you have any computer skills?**  
**Keyboarding skills?**  
**Can you operate any other equipment?**

**In addition to English, are you fluent in any other language?**

**Have you worked for Westchester County government before?**

**Where did you hear about this program/job?**

**DATE:** ______________   **APPLICANT'S SIGNATURE:** ____________________________

**IF UNDER AGE 18, PARENT/GUARDIAN SIGNATURE:** ____________________________

Please return this application and send it with a resume, cover letter, and writing sample to Copernicus Crane at ccrane@westchestergov.com. Please include “CE Intern” in your subject line by **May 20**. Please include “CE Intern” in your subject line.