



Internship Program 2025 Deadline – January 31, 2025

Overview

The MCMA internship is designed to provide a person, passionate about public service, with real life experience working in local government management. The program is envisioned to promote and ensure a high level of effectiveness in local government administration and public service delivery.

Goals

1. To encourage and promote interest in all areas of local government, concentrating on local government administration and economic/community development activities by providing the intern with learning opportunities and practical experience.
2. To promote an internship for students in various areas of government degree programs or to provide recent graduates with practical, real world experiences to develop their capacity to obtain employment in the local government sector, specifically on the public management tract.
3. To develop the real-world management skills necessary for future managers to lead successful and effective public organizations. This will be accomplished through positive participation in important projects and responsibilities.

Funding

MCMA has allocated up to \$3,500 of matching funds for each of three jurisdictions. This program is a reimbursable program; MCMA reimbursement will be made upon proof of funds expended. The program funds are available after May 1, 2025 and until April 30, 2026.

Participant Requirements

The program is envisioned for students in an undergraduate or graduate level program in public administration/policy/urban studies or for recently graduated master's level students.

Application Requirements

- MCMA Affiliated City or County.
- A work plan detailing intern's duties, to include:
 1. What experiences the jurisdiction intends to convey
 2. The approach to intern's development
 3. A designated principal, department head level mentor to be responsible for the intern's professional development
 4. Regular contact with the jurisdiction's MCMA member during their internship
 5. Designation of the proposed hours per week and rate of pay
 6. The proposed start and end date of the internship

- Letter from the jurisdiction committing to the program and matching fund requirement.
- Applicant may be one jurisdiction or collaboration of two or more jurisdictions that will collectively share the intern's time.

Selection Criteria

The Education and Outreach Committee of MCMA will review applications and make a recommendation to the MCMA Board. As part of the review, the following criteria will be used:

- MCMA Membership Status
- Quality of the proposed work tasks and exposure to public administration and local government management and the organization's MCMA member.
- Program supervision and mentorship opportunities.

Final Review

At the conclusion of the internship, the selected jurisdiction must submit the following to the chair of the MCMA Education and Outreach Committee:

- A report from the jurisdiction that details the accomplishments, work completed, and involvement of the intern in the organization.
- A report from the intern that identifies what they learned during their internship and ways the internship can be improved in future years.

To receive reimbursement, the jurisdiction must submit:

- Proof of payroll records indicating amounts paid for intern to Madison Hagenau, MCMA Secretariat.

Process

- Close of day **January 31, 2025**– Jurisdictions submit proposals.
- By mid-February – The Education & Outreach Committee will review applications and make selection.
- End of February – Recipient organization will receive report of jurisdictions selected for the 2025-2026 Program.

Please use the program form to submit a proposal by January 31, 2025.