



EMBARK Internship Program, Summer '18 Apply Today!

What is the EMBARK Internship Program?

EMBARK stands for **E**ngaging **M**inds **B**y **A**cquiring **R**eal-world **K**nowledge. The EMBARK Internship Program gives rising seniors at local Hamilton high schools the opportunity to work part-time at the City of Hamilton for six weeks during the summer.

EMBARK offers local youth the opportunity to learn more about public service and the functions of local government. This program gives students the chance to develop their skill set in preparation for life beyond high school, network with City professionals, and build a sense of pride for their City.



Overview of the program



This year, EMBARK is offering internship positions in three City departments. Students will choose from interning in the City Clerk's Office, Engineering Department, or Planning Department.

City Clerk's Office: The City Clerk's Office supports City Council and maintains all City Council records. The City Clerk acts as the City's Chief Public Records Custodian and works with members of the Public who wish to discuss matters with City Council. This office prepares legislation with the City's Law Department, researches historical or legislative questions, and manages all committees of City Council.

Engineering: Hamilton's Engineering Department is responsible for right-of-way inspections, permitting, street resurfacing, providing general engineering support and capital projects management for Hamilton's Infrastructure Department.

Planning: The City's Planning Department is involved in land use management, community development, research, and a wide variety of other planning-related tasks. This Department leads the efforts for developing the City's comprehensive plan and also administers the Hamilton Zoning Code, which regulates how property can be used.



Application Process

Interested candidates should begin the application process by completing an EMBARK Internship Program application which can be found on the City of Hamilton's website (<https://www.hamilton-city.org/887/Internships>). The application will inquire about the applicant's educational background, work experience, career goals, references and the applicant's interest in the EMBARK program.

Once a completed application has been submitted, it will be reviewed by the selection committee. Applications will be screened and qualified applicants will receive an interview from the selection committee. Following the interview, interns will be selected and candidates will be notified of their application status.

Program Benefits

Some benefits of participating in the City's EMBARK Internship Program include:

- Pay at a rate of \$9.14 per hour.
- Opportunity to network with City professionals and build valuable contacts
- Apply knowledge from high school in a real-world setting
- Exposure to a variety of career opportunities
- Learn more about your City in a fun and hands-on experience
- Certificate of completion



Requirements

To qualify to participate as an intern in the EMBARK Internship Program students must meet the following requirements:

1. Have an interest in local government, research, writing, construction, utilities, community development and/or other related careers
2. Be a rising senior at Hamilton or Badin HS, entering senior status in Fall 2018
3. Have a valid driver's license or government ID, an original birth record or certification of birth, Parent or Guardian permission (by submitting a completed Parent or Guardian consent form) and a voided check to set up direct deposit.

Apply Today!

For more information or to submit an application please contact Boyce Swift in the City's Human Resources Department at 513-785-7057 or email humanresources@hamilton-oh.gov. Applications are due by **Friday, April 27th at 5:00 PM**. You can also submit your application via mail:

Attn: EMBARK Internship Program
Human Resources
345 High Street, Suite 780
Hamilton, Ohio 45011