



MEMORANDUM

TO: Whatcom County Council

FROM: Council Staff

RE: Discussion on Council Internship Pilot Program

DATE: January 3, 2023

The Whatcom County Council funded a Council Internship Pilot Program in the 2023-2024 Biennial Budget. The program seeks to provide extra assistance to councilmembers on policy research and special projects while providing an enriching experience to students in Whatcom County. The following is a summary of the draft program for your review and feedback:

Application process:

- Internship opportunity posted on NeoGov, applications received through HR
- One part-time Council Office Intern for spring quarter 2023 (potential to extend the duration)
- Students currently enrolled or recently graduated from a college or university
- Part time, approximately 10-15 hours per week, for 10 weeks or more-
- Paid approximately \$1000 per month (via bi-monthly payroll schedule)
- **Council to identify 1-2 members to serve on selection committee** with Clerk of the Council and the Legislative Analyst.

Intern Assignments:

- **Special research projects for councilmembers (project requests due February 3)**
- Intern will work under the supervision of the Legislative Analyst
- Councilmembers will deliver intern assignments to the Legislative Analyst
- Councilmembers may include interns in off-site community meetings
- Interns will participate in a one-on-one meeting with 1-3 councilmembers to learn more about their priorities and activities
- Internship work station in Council Office (central cubes)

Special projects assigned to interns may include research on broadband internet, forest management, climate action planning, affordable housing, budget analysis, development code, and criminal legal system.

Intern tasks may include, but are not limited to, drafting memos, writing meeting notes, attending Council meetings, attending off-site community meetings, planning and staffing public events organized by the Council Office, evaluating programs, drafting ordinances and resolutions, and reviewing Whatcom County Code and drafting potential code revisions.

Approximate Dates for Spring Internship:

January 18	Application available online
February 3	Council projects submitted to staff
February 17	Applications closed
Feb 22-24	Selection Committee reviews applications and identifies candidates to interview
March 2-7	Selection Committee interviews candidates and makes selection
March 17	Council projects finalized
March 27-31	Applicant start date
June 9	Internship ends (approximately 10 weeks), potential to extend through summer
June 28 th	Post application for fall internship

Please contact Cathy Halka at x5019 with any questions.