

City of Bridgeport, CT



Internships 2015

Students receive academic credit for the internship. If you have questions, contact:

- Erin McDonough, City of Bridgeport, (203) 337-2335; erin.mcdonough@bridgeportct.gov

If you want to suggest an internship for a position not on this list, we encourage you to pursue it anyway. Take a look at the City's web site, including <http://www.bridgeportct.gov/content/89019/default.aspx>, for more information on City departments and contact Erin McDonough with your internship proposal.

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Economics, Engineering, Business

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e. Office of Planning and Economic Development:

Economics, Politics, Engineering, Graphic Design/Film, Computer Science, Business, Sociology

f. Geographic Information Systems (GIS):

Engineering, Information Systems/Operations Management

g. Information Technology Services (ITS):

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h. Sustainability:

Environmental Studies, Biology, Economics, Chemistry

i. Bridgeport Animal Shelter:

Veterinary Science, Biology, Communication, Marketing, English (especially Professional Writing and Journalism)

j. Human Resources:

Communication, Management, English (especially Professional Writing)

k. Office of the Mayor and CAO:

Politics, Communication, Economics, English, Management

l. City Attorney's Office:

Pre-law, Business Law, Politics, Applied Ethics

a. General Government: Accounting, Finance, Information Systems/Operations Management

General Government: Accounting, Finance, Information Systems/Operations Management

1. Assistance with various functions of the BConnected Citizen Service Request System
2. Marketing of BConnected via twitter/creation of marketing pieces/social media/attending local events
3. Assist with creation of BConnected newsletter, which is distributed to all city staff and highlights a city department or function. Intern will be exposed to a wide variety of departments and city operations in preparation for the newsletter and learn about the many projects/initiatives of the City.
4. Constituent assistance from initial request to coordination with city departments/staff that the constituent request was handled in timely and appropriate manner.

Project oriented, detail oriented, multi-tasker. Works well independently. Good oral and written communication skills. Will need to do a great deal of research both in and outside of the City, but will also need to be analytical and think outside the box for solutions.

b. Emergency Operations Center: Communication, Management, English, Information Systems/Operations Management

1. Community Emergency Response Team (CERT) Training recruitment
2. Informing the public about EOC procedures, including reverse 911
3. Assisting with coordination of volunteers

Excellent written skills. Organized and detail oriented. Works well independently and at times in a team environment.

c. Construction Management Services: Economics, Engineering, Business

1. Drafting construction contracts
2. Assist in preparation for Request for Qualifications and Request for Proposals for architecture and engineering services
3. Accounting tasks as it pertains to billing, payments, and invoicing
4. Preparing templates & memos for construction administration
5. Meetings involving contractors, design professionals, utility representatives, state representatives
6. Exposure to various city, state, and federal funding processes as well as public procedure and protocol
7. Archiving construction documents and reviewing project manuals

Good written communications skills, analytical, organized and detail oriented. Works well independently as well as in a team environment.

d. Engineering: Engineering, Management, Information Systems/Operations Management

1. Assist engineering department with ongoing projects.
2. Maintain permanent records of city property.

Good written communications skills, analytical, detail oriented. Experience in GIS is a plus.

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e. Office of Planning and Economic Development (OPED): Economics, Engineering, Architecture, Urban Planning, Finance, Geography/Geographic Information Systems, Construction Management, Computer Science, Business, Urban Studies, Sociology,

The Office of Planning and Economic Development consists of 8 key City of Bridgeport Departments: Economic Development Department, Planning Department, Building Department, Zoning Department, Housing and Community Development, Anti-Blight/Illegal Dumping Department, Neighborhood Revitalization Zone, Office of Land Use and Construction Review.

OPED internships are customized to mutually meet the needs of students' academic requirements and the mission, goals and objectives of OPED. In some cases, internships are project specific.

Course work or practical experience in graphic design, JavaScript or GIS, Microsoft including Excel is preferred. Good written and verbal communication skills, analytical skills, detail oriented, self starters and energetic.

f. Geographic Information Systems (GIS): Engineering, Information Systems/Operations Management

1. Create maps and data for City staff, Departments, and special projects as assigned.
2. Assist the GIS Special Project Manager with implementation and maintenance of the B EGIS.
3. Assist in the creation and maintenance of City GIS layers in B EGIS.
4. Fill GIS data request for other agencies and organizations as needed.
5. Perform data acquisition, collection, and verification tasks.
6. Perform other functions as assigned or required.

Experience in GIS. Good written communications skills, analytical, detail oriented.

g. ITS: Computer Science, Computer Engineering, Software Engineering, Information Systems/Operations Management, English (especially Professional Writing, Journalism)

1. Assistance with project management
2. Assistance with maintaining and updating the City's data network
3. Assistance with examining city departments and identifying software and hardware solutions for better functionality and data tracking
4. Assistance with City's intranet, and information and access for constituents on the City website
5. Assisting the ITS Support Specialists with the Help Desk, processing requests received troubleshooting and closing out tickets

Good written communications skills, analytical, detail oriented.

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h. Sustainability: Environmental Studies, Biology, Economics, Chemistry.

1. Carbon Footprint / Greenhouse Gas (GHG) Forecasting Reduction – Examine existing conditions relative to energy use today and forecast out various reductions based on current rate of reduction as well as other stochastic methods.
 - a. Based on List of City Proposed Projects
 - b. Using GHG Study (RPA 2010)
 - c. Bridgeport Energy Strategy (RPA 2010)
2. Green Procurement Advisor – (Design and implement strategies to improve the City’s in-house purchases of renewables and to promote to the public the virtues of following suit.)
 - a. Staff contacts: City’s Purchasing Agent & Sustainability Coordinator
 - b. Interact with various City departments on a weekly basis
3. Green Zones – Economic Incentives (Research Question-Do Green Zones Work? Examine the existing Planning + Zoning Regulations (P+Z) and ordinances in the city, the extant literature and propose economic incentive programs tied to areas such as zoning bonuses, green building standards etc.)
 - a. Review of existing enabling regulations + ordinances that exist today.
 - b. Review of existing best practices.
 - c. Functional versus physical view of green zone concept, i.e. incentive program versus spatial location.
4. Green Infrastructure – (Research Question - What are the specific water quality enhancements due to green infrastructure as well biological enhancements due to the reduction in anthropogenic impacts of non-point source pollution? (Review the literature such as nitrogen standards and the University of New Hampshire Storm Water Center and make recommendations). [5-10 hours per week]
 - a. Review green infrastructure plan.
 - b. Develop different green infrastructure strategies.
5. Biodiversity in Urbanized Areas – (Development of baseline biological surveys of terrestrial and aquatic and marine organisms, including invasive species).
 - a. Yellow Mill
 - b. Pleasure Beach
 - c. Pequonnock River
 - d. City Parks
6. Energy Analyst – (Analyze the City of Bridgeport’s current energy portfolio)
 - a. Review traditional utilities, solar energy, anaerobic digester and Eco-Industrial Park projects and categorize existing data on energy consumption, costs and savings.
 - b. Assist with implementation of sustainable energy projects.
7. Complete Streets Program – (Plan and provide implementation support for the City’s program to rework its street layout, design, traffic control devices, traffic directional flow, pedestrian walkways and bikeways to enhance the commuter experience and other foot, bike and motor transit)

- a. Interact with various City departments including Public Facilities, OPED & Engineering Dept.

Review and analyze emerging national strategies and “best practices.”

i. Bridgeport Animal Shelter: Veterinary Science, Biology, Communication, Marketing, English (especially Professional Writing and Journalism)

1. Assistance with shelter animals.
 - a. Basic care of animals (food, water, shelter, exercise)
 - b. Assist with transporting animals to Veterinarian
 - c. Observe and possibly assist with care of animals while at Veterinarian
 - d. Assist with Adopt a Pet program
2. Assistance with a marketing program for the shelter.
 - a. Public service announcements
 - b. Promotional events
 - c. Creative ways to get information out to the public

j. Human Resources: Communication, Management, English (especially Professional Writing)

1. Building an internal employee training program.
2. Rewriting job descriptions and job titles.
3. Development of Employee Recognition Program
4. Development/Updating of Employee Performance Reviews
5. Assistance with Union Contract Negotiations
6. Employee Wellness Programs – physical and fiscal

Excellent written skills. Organized and detail oriented. Works well independently and at times in a team environment. Strong interpersonal skills - must be able to work with all types of employees (race, sex, nationality, entry level, supervisory, department head, blue collar, white collar, etc).

k. Office of the Mayor and CAO: Politics, Communication, Economics, English

1. Assistance with various city projects
2. Assisting the Press Secretary with setting up events for the Mayor, informing the public of various projects going on in the City, assistance with press releases and statements from the City, etc.
3. Assistance with responding to citizen phone calls, emails, or letters from the public
4. Staffing the Mayor at various events
5. Assist with getting the public involved in community events and city projects
6. Work with the Mayor’s press secretary to create a campaign to encourage city residents to utilize social media to communicate with City government.

Very strong oral and written communication skills, ability to multi-task and meet various deadlines, strong interpersonal skills, detail oriented, bilingual would be a plus.

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I. City Attorney's Office: Pre-law, Business Law, Politics, Applied Ethics

1. Research for various legal opinions
2. Assistance with various city projects
3. Assist Paralegals, Legal Secretaries and Attorneys in the city attorney's office
4. Observe and assist attorneys at hearings, meetings, boards & commissions

Very strong oral and written communication skills, research, detail oriented.