

**MAJOR FUNCTIONS**

This is part-time paid employment opportunity for a period of at least six weeks, dependent upon the annual schedule approved by the City. The Tallahassee Future Leaders Academy (TFLA) Intern participates in TFLA training and events related to the TFLA pillars and works under immediate supervision and receives on-the-job training in the field to which the position is assigned. Work is reviewed through conferences, reports and by results obtained. Some required work functions must be conducted and completed virtually, both at scheduled times and working independently. Required work must be attended in person, unless the City of Tallahassee's COVID-19 guidelines prevent in-person work.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

This position will be assigned various administrative and/or technical duties in the field to which the position is assigned to enhance job-readiness skills and knowledge.

Duties may include but are not limited to: attendance and active participation in required training and meetings; ; work as a team member or individual to facilitate and actively participate in engaging activities, discussion, and creation of work products; work with team members to lead assigned tasks or activities; provide honest and solution-oriented feedback to supervisor(s) and TFLA employees; attend all scheduled work and program events; compile and analyze data ; assist in the preparation, maintenance, and timely completion of records and forms; assist in preparing special projects, reports, correspondence, and work products; and perform related work as required.

**Other Important Duties**

None

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Knowledge of the principles and practices of office management, record keeping, statistical and fiscal processing. Knowledge of basic mathematics and accounting. Ability to establish and maintain effective working relationships as necessitated by work assignments. Ability to follow oral and written instructions. Ability to express oneself clearly and concisely, orally and in writing. Skill in the use of microcomputers and associated programs and applications necessary for successful job performance.

**Minimum Training and Experience**

Must have successfully completed the 9<sup>th</sup> grade.

**Necessary Special Requirements**

At the time of application, applicants must be authorized to work in the United States. Must reside within the City limits. Must be 14-19 years of age. Fourteen-year-olds must complete their Freshman year in high school by TFLA program start date. Youth must be completing their Freshman through Senior year in high school at time of spring application period.

For designed positions allocated to this classification, a valid Class E State driver's license may be required at the time of appointment. Internet access, sufficient for general use as well as video calls and/or webinars using participant's microphone and camera, is required at the time of appointment and for the duration of employment. Computer with internet access during work hours is required at the time of appointment and for the duration of employment.

Police Department: Must be at least 18 years of age. Must be able to pass a criminal background check and CJIS certification.

Established: 01-10-19

Revised: 02-03-21  
03-01-22  
01-26-23