

## About the Town

Miami Lakes was incorporated on December 5, 2000. It is one of the 35 municipalities in Miami-Dade County, Florida. Conveniently located just 16 miles northwest of Downtown Miami and only 10 miles from Miami International Airport, our Town is home to approximately 30,000 residents and over 1,400 businesses. The Town encompasses approximately 6.8 square miles, bound by NW 170<sup>th</sup> Street and the Palmetto Expressway (SR 826) to the north, NW 138<sup>th</sup> Street to the south, NW 57<sup>th</sup> Avenue (Red Road) to the east, and Interstate 75 to the west.

### The Town is comprised of 13

#### Departments:

- Office of the Mayor
- Office of the Manager
- Office of the Clerk
- Building
- Community & Leisure Services
- Human Resources
- Economic Development
- Finance
- Neighborhood Services
- Planning & Zoning
- Police
- Procurement
- Public Works & CIP



**MAYOR**  
Manny Cid

**VICE MAYOR**  
Nelson Rodriguez

**TOWN COUNCIL**  
Carlos O. Alvarez  
Luis Collazo  
Josh Dieguez  
Jeffrey Rodriguez  
Marilyn Ruano

**TOWN MANAGER**  
Edward Pidermann

**INTERNSHIP PROGRAM  
MANAGER**  
Rosa Marrero



## **PUBLIC ADMINISTRATION STUDENT INTERNSHIP PROGRAM (SIP)**



### **Town of Miami Lakes**

6601 Main Street  
Miami Lakes, FL 33014  
Main Tel: 305.364.6100  
[www.miamilakes-fl.gov](http://www.miamilakes-fl.gov)

## Program Requirements

### Applicants must meet the following requirements to be considered for the internship program:

- Submission of a cover letter, resume and application
- Enrolled as a junior, senior or graduate student at an accredited college/university.
- Enrolled in Public Administration program, or related field.
- Have a minimum GPA of 3.0
- In good standing with the college/university.
- Have a Valid Drivers' License or State Issued Identification.
- Minimum participation of 15 hours/week

### To Apply

Interested candidates should email their cover letter, resume and application to Rosa Marrero at [Internship@miamilakes-fl.gov](mailto:Internship@miamilakes-fl.gov) with SIP and the applicants full name in the subject line.



## Schedule

The intern is to have a flexible schedule which may include some nights and weekends and should have a minimum participation of two months and fifteen (15) hours per week. The intern will be expected to report daily to the internship coordinator/supervisor who will track their progress.



## Compensation

The SIP is paid for graduate level students only and will pay \$10.00/hour for up to 20 hours per week. The Town will gladly extend letters of recommendation to interns who demonstrate professionalism and proficiency throughout their assigned tasks. School credit will be attained only when approved by the academic institution.

## APPLICATION DEADLINES

Spring Submission Deadline:  
November 1

Summer Submission Deadline:  
March 1

Fall Submission Deadline:  
July 1

**(A maximum of two interns are selected per session)**

### About the Experience

*Interns will be introduced to all Town Departments and will be assigned projects based on their interests, level of experience, and the needs of the organization. Your internship experience will enable you to make more informed decisions about your career path, provide you with valuable skills, industry exposure, and will provide you with a professional network.*

The Town of Miami Lakes has hired interns for full-time positions; however, there is no guarantee of employment upon the completion of an internship.