

MAJOR FUNCTIONS

This is part-time paid employment opportunity for a period of at least eight to eleven weeks, dependent upon the annual schedule approved by the City. The Tallahassee Future Leaders Academy (TFLA) Ambassador Intern works under immediate supervision and receives on-the-job training in the field to which the position is assigned. Work is reviewed through in-person events, planning documents and conferences, reports and other work products, and by results obtained. There may be some required work functions that 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 and/or individual to coordinate, plan, facilitate, and lead engaging activities, discussion, and creation of work products; ensure team members know assignments for group-related tasks; provide mentorship and task-related support to TFLA employees and supervisor(s); 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 and maintenance, and timely completion of records and forms; assist in preparing special projects, reports, correspondence, and work products; communicate with TFLA employees to ensure work tasks are completed timely; 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. If age- and skill-eligible, legally drive a standard vehicle occasionally, to visit various work sites of TFLA Interns.

Minimum Training and Experience

Must have successfully completed the 10th grade before the date of hire and be a past-year TFLA completer, or if a higher education student, have successfully participated in TFLA in a prior year or have comparable experience to lead youth.

Necessary Special Requirement

At the time of application, applicants must be authorized to work in the United States. Must reside within the City limits. Must be 15 - 21 years of age. Fifteen-year-olds must complete their sophomore year in high school by TFLA program start date. Youth must be completing their Sophomore through Senior year in high school or be no more than 2 years past high school graduation AND enrolled in a certification course or as a full-time college student at time of spring application period.

For designated 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: 02-03-21
Revised: 03-01-22
01-27-23