

# Community Internship Collaboration

Spring 2018

Internship Mentor Application

<b>Organization name</b>	Los Alamos County Clerk's Office
<b>Mentor/Contact name</b>	Naomi D. Maestas
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<b>Organization website</b>	<a href="https://losalamosnm.us/clerk">https://losalamosnm.us/clerk</a>
<b>Describe your organization</b>	<p>The County Clerk's Office works closely with the Secretary of State to conduct all federal, state, county, and local elections, in compliance with federal, state and local charter. The office maintains election and voter registration records and voting systems and delivers voter outreach to increase voter awareness in the community. The County Clerk is also responsible for the recording, indexing, archiving and retrieval of permanent records. We issue, record and maintain state mandated marriage licenses, retrieving and providing copies, upon request. The County Clerk serves as the Clerk of the County Council, attends meetings, preserving a record of the proceedings. The Clerk's Office publishes and files government documents such as ordinances and resolutions, which are accessible using the online records website. The County Clerk and staff perform general administrative support services, including financial management, in addition to serving as notary public, providing attestation and administering oaths.</p>
<b>Internship title</b>	Student Clerk
<b>Specific days/hours (if applicable)</b>	Flexible
<b>What will the student learn from the internship?</b>	<p>Under close supervision, provides aid to the office assisting with marketing events and projects, social media posts, taking photographs, and administrative and operational duties. Maintains confidentiality of all privileged information.</p>
<b>What does your business need that a student intern can impact?</b>	Assistance with the 2018 elections.
<b>What project(s) will the intern work on?</b>	2018 election prep and voter outreach.
<b>What skills, ability or education level is required for this internship?</b>	<p>An individual who appreciates the importance of democracy, civic education and has a desire to see how an elected office and county government operate. Who can post on our various social media platforms, good at capturing pictures, and has a passion for marketing.</p>

The Community Internship Collaboration (CIC) is a joint partnership of the Los Alamos National Laboratory, Los Alamos National Security, LLC, UNM-Los Alamos, Los Alamos High School, and the Small Business Development Center. CIC was established to fill an employment gap in the community and expand partnerships between the Laboratory, small business owners, and schools. The program's goals are to provide meaningful work experiences for students, meet area workforce needs, and to develop the future workforce for our community, the region, and the Laboratory. Learn more at [losalamos.unm.edu/community/CIC.html](http://losalamos.unm.edu/community/CIC.html).

<b>What is the final product will the student produce?</b>	Market and publish election related material and create social media posts for the office.
<b>How would you describe the primary purpose of this project? (Select one)</b>	Marketing/Communications
<b>If "Other", please specify</b>	
<b>Any additional information you would like to share?</b>	Willing to work with and help groom intern in this position.