Office/Department: **Air Quality**  
Office/Department Website: [http://www.maricopa.gov/aq](http://www.maricopa.gov/aq)  
Intern Supervisor(s) Name & Title: Frank Schinzel, Government Liaison  
Intern Supervisor(s) Phone Number: 602-506-6940  
Intern Supervisor(s) Email Address: FrankSchinzel@mail.maricopa.gov

---

**Project Scope & Intended Outcomes:**

The **Air Quality Department MCLEAPS Interns (2)** will work in the Office of the Director and be exposed to programs and management throughout the department.

Some specific projects the intern would potentially be involved with include:

- Assist in designing educational or outreach plans to enhance department outreach goals.
- Research data and programs related to fireplace replacement.
- Develop and/or update databases.
- Aid in the updating/creating of small business assistance web pages.
- Provide input on possible improvements to the department.
- Assist Government Liaison to develop positive relationships with other government agencies.
- Assist in the evaluation of internal department performance measures, benchmark current measures against best practices, and recommend modifications and/or changes.
- Review policies to evaluate understandability and applicability.
- Perform comprehensive research & analysis on government-related air quality issues.
- Identify program elements that may benefit from the application of sustainability concepts.
- Interface with data and use of GIS systems to assist with achieving department goals.

**Recruitment Preference Information (e.g. desired competencies, academic disciplines, and skill sets.):** n/a)}
Office/Department: Office of Communications

Intern Supervisor(s) Name & Title: Rachel Evans, Digital Program Manager
Intern Supervisor(s) Phone Number: 602-506-2580
Intern Supervisor(s) Email Address: EvansR@mail.maricopa.gov

Project Scope & Intended Outcomes:
The purpose of this position is to coordinate, develop, and implement organizational marketing strategies and materials on behalf of Maricopa County. This position works to educate and favorably promote the work Maricopa County does for residents, students, associations, media, stakeholders, and other government agencies.

JOB TASKS MAY INCLUDE:
Serve in a support capacity to the Digital Program Manager by assisting with social media, and other digital communication tasks.

- Assist with all communication activities involving public information, public involvement and public outreach.
- Establish and maintain effective working relationships with customers, government officials, program partners and media representatives.
- Work with the Digital Program Manager to compile material for flyers and educational handouts as needed.
- Assist in developing community outreach programs to build coalitions; and help educate and increase awareness.
- Provide communications support; organize and prepare presentations; assess communication needs and relevant messages; help develop digital communication strategies and plans with the Digital Program Manager.
- Oversee internal and external outreach events, identify, schedule and work out logistical event details.
- Track media, website and mobile trends through various tools including Google analytics.
- Assist with the coordination, communication, and outreach of the Trip Reduction Plan.

Other tasks, with assistance, may include:
- Design and edit bi-weekly newsletters and informational brochures.
- Organize website content, including updates and revisions, social media and other writings as assigned. Apply graphic design principles to design webpages.
- Graphic design for department campaigns/projects/programs.
- Compose and produce multimedia projects and videos.
- Develop, maintain and establish ongoing, effective working relationships with community partners to ensure resource sharing and creating joint projects.
- Assist with identifying and coordinating activities with representation of other departments, outside agencies and organizations.

Recruitment Preference Information (e.g. desired competencies, academic disciplines, and skill sets.):
The ability to work with a team as both a member and a leader; the ability to be decisive; the ability to work independently; the ability to develop and maintain working relationships with partners and staff. Applicants must be detail oriented and have the ability to handle multiple priorities with proven results. Must possess strong customer service/public relations skills. Excellent verbal and written communications skills.
Office/Department: Maricopa County Environmental Services Department
Office/Department Website: ESD.Maricopa.gov

Intern Supervisor(s) Name & Title: Johnny Diloné
Intern Supervisor(s) Phone Number: (602) 525-2423
Intern Supervisor(s) Email Address: jdilone@mail.maricopa.gov

Project Scope & Intended Outcomes:
The mission of Maricopa County Environmental Services Department (MCESD) is to provide safe food, water, waste disposal and vector borne disease reduction controls to the people of Maricopa County so that they may enjoy living in a healthy and safe community.

We have an opportunity for a creative, self-motivated intern to learn about the different services MCESD provides to the community and the internal organizational structure that allows us to deliver these services with the highest level of quality customer service. Intern would spend several work days with staff from each program and when possible, conduct ride-a-longs to learn about their different work/duties.

The ideal intern would also have a special interest in the areas of communication, social media, and video production to assist us in creating interesting and engaging PSAs and other educational materials for our library. This position will be key in helping us better establish MCESD’s presence on our existing social media tools (Facebook, Twitter, YouTube and Pinterest) and in identifying, suggesting and setting up a presence on other appropriate sites/channels.

The intern would also benefit from other related duties as assigned, especially when engaging and working with our other department programs or administrative operations (e.g. general data entry, inspection data, use Accela Automation, assist with projects done in collaboration with other government agencies, and special projects related to the FDA Cooperative agreement, assist with our green initiative to eliminate wall files at regional offices, follow the EROP process and learn about our department Standard Operational Procedure process, attend department trainings, as well as attend County Board and Board of Health meetings).

Through this experience, the intern should expand their personal knowledge of environmental services and business-related jobs and opportunities. The Intern should get a better understanding of public service in general and of county government tasks, functions, and opportunities. In summary, the intern will gain professional development, build their resume, obtain real world experience, make contacts within Maricopa County, as well as interact with other public and private agencies.

The intern must comport his or herself professionally, comply with MCESD’s dress code, and uphold MCESD’s policies and procedures.

Recruitment Preference Information (e.g. desired competencies, academic disciplines, and skill sets.):
Desired skills and competencies, as detailed in Project Scope information included above.
Office/Department: Maricopa County Juvenile Probation Department
Office/Department Website: https://www.superiorcourt.maricopa.gov/JuvenileProbation/Index.asp

Intern Supervisor(s) Name & Title: Teresa Tschupp, Administrative Director/Operational Manager
Intern Supervisor(s) Phone Number: 602-506-4442
Intern Supervisor(s) Email Address: tschupp@juvenile.maricopa.gov

Project Scope & Intended Outcomes:
The primary focus for MCLEAPS Intern(s) will be an immersion into this department with exposure to the varied roles within probation and detention, from badged officers to support teams and more. Interns will participate as a student in the Juvenile Detention Academy in addition to many other training opportunities. Projects will be short term, to allow for greatest exposure opportunities. Emphasis is more on what the intern will learn and experience and less emphasis is placed on the project outcomes.

Recruitment Preference Information (e.g. desired competencies, academic disciplines, and skill sets.):
Preference will be for those who are seeking a career making a positive difference in the lives of youth through direct client contact, supportive services or data/research.

Office/Department: MC Attorney’s Office: Investigations
Office/Department Website: www.maricopacountyattorney.org

Intern Supervisor(s) Name & Title: Crystal Schriver, Bureau Chief
Intern Supervisor(s) Phone Number: N/A
Intern Supervisor(s) Email Address: Schricec@mcao.maricopa.gov

Project Scope & Intended Outcomes:
Interns in the MCAO Investigations Division would be assisting and supporting various law enforcement functions in all Bureaus. Examples could include assisting in developing various internal programs, assisting detectives with active and cold cases, utilizing various databases for research and data collection, and activities involving background and subpoena processes. Tasks may also entail special projects such as developing surveys and/or making revisions or recommendations for program improvement. In addition, interns will be expected to participate in meetings and training activities, including attending the one-day Citizen’s Academy to receive an overview of the prosecution process and criminal justice system.

Through these experiences, the interns will receive a broad overview and insight in the prosecution and law enforcement functions, become familiar with County government, and are provided the opportunity to interact with a diverse group of professionals involved in the Criminal Justice field.
Office/Department: **MC Attorney’s Office: Victim Services Division**
Office/Department Website: [http://www.maricopacountyattorney.org/](http://www.maricopacountyattorney.org/)

**Intern Supervisor(s) Name & Title:** Susie Checkett-Lopez, Bureau Chief, Victim Services Division (VSD)
Laura Gaspar – MCAO -VSD, Victim Services Trainer

**Intern Supervisor(s) Phone Number:** N/A
**Intern Supervisor(s) Email Address:** Susie Checkett: checkesu@mcao.maricopa.gov; Laura Gaspar: gasparl@mcao.maricopa.gov

**Project Scope & Intended Outcomes:**
The Maricopa County Attorney’s Office – Victim Services Division is committed to empowering victims of crime to exercise their rights. Victim Services strives to promote fairness, respect, and dignity for crime victims while advocating for their constitutional rights. Interns from the MCLEAPs Program would provide assistance, information, and services to victims of various crimes.

Our goal for interns is to perform duties that are consistent with assisting the Victim Advocates and the VSD staff in delivering quality victim advocacy and supportive services to victims of crime.

A few examples of these expectations are as follows:
- Contact victim(s) to provide case and criminal justice information throughout the course of prosecution.
- Explain victim rights and criminal justice system.
- Identify and make community agency referrals as needed.
- Provide emotional support, empathetic and active listening.
- Escort victim(s) to court appearances as requested.
- Assist in coordinating transportation for victim(s) to court hearings or interview(s) at request of advocate(s) or attorney(s).
- Utilize computer systems to research case status.
- Document all communication accurately in the Maricopa County Attorney Computer System.
Office/Department: Maricopa County Education Service Agency
Office/Department Website: http://education.maricopa.gov

Intern Supervisor(s) Name & Title: Wesley Pak, Director of Research and Evaluation
Intern Supervisor(s) Phone Number: 602-506-4142
Intern Supervisor(s) Email Address: wesley.pak@mcesa.maricopa.gov

Project Scope & Intended Outcomes:
- Working with the Research and Evaluation Team ensures a consistent and continuous focus on results, using system and school data to monitor progress, and provide support. Develops and communicates a coherent, understandable and accurate accounting of performance results to stakeholder groups. Follows up on MCESA assignments to determine progress or the extent of completion. Summarizes and prepares analysis of all MCESA activities.

Recruitment Preference Information (e.g. desired competencies, academic disciplines, and skill sets.):
- Ability to collect, compile, and verify the integrity of large volumes of qualitative and quantitative data. Proficient in the use of Microsoft Outlook, Word, Excel, PowerPoint, Access, SQL scripts, & Internet. Strong working knowledge and ability to collect, manage, report, and coordinate student information within school districts following FERPA requirements. Strong working knowledge of ways to legally disseminate student information with officially sanctioned partners, and entities following FERPA requirements. Strong working knowledge of data articulation between Student Information Systems. Demonstrated ability to provide technical data guidance and support to school district personnel and other stakeholders. Demonstrated ability to effectively prioritize multiple tasks and projects under the constraints of strict deadlines and time pressures. Ability to determine the source of problems and provide immediate and long-term resolution to problems.

Office/Department: Procurement Services
Office/Department Website: www.maricopa.gov/procurement

Intern Supervisor(s) Name & Title: Jose Molina Procurement Supervisor
Intern Supervisor(s) Phone Number: 602-506-3454
Intern Supervisor(s) Email Address: molinaj003@mail.maricopa.gov

Project Scope & Intended Outcomes:
Provide intern from School of Supply Chain Management the opportunity to gain real world experience in public procurement while Procurement Officers have the opportunity to share knowledge with young professional. The candidate will provide entry level support for Contracting Officers and Administration staff.

Recruitment Preference Information (e.g. desired competencies, academic disciplines, and skill sets.):
Enrolled in School of Supply Chain Management.
Office/Department: Maricopa County Library District  
Office/Department Website: www.mcldaz.org

Intern Supervisor(s) Name & Title: Alicia Snarr, Customer Experience Administrator  
Intern Supervisor(s) Phone Number: 602-652-3015  
Intern Supervisor(s) Email Address: aliciasnarr@mcldaz.org

Project Scope & Intended Outcomes:
The Maricopa County Library District operates 17 branch libraries throughout Maricopa County. The intern will work on multiple projects and with multiple departments within Library Administration. The ideal intern will have an interest in gaining experience in project management, presentation design, relationship building, data analysis, report writing and event planning. Familiarity with HTML and CSS would allow the intern to contribute to several projects but is not required.

Some specific projects the intern would potentially be involved with include:

- Evaluation of community assessment data by branch location and creating a report which includes recommendations and actionable items
- Creation of an orientation program that introduces new employees to Library District culture, traditions, policies and procedures
- Assist in the planning of Maricopa County Reads, an online summer reading program provided to all 62 libraries within Maricopa County
- Develop a detailed program kit inventory and project resource guide
- Creation of graphic design pieces used to promote library programs
- Assist in the marketing of Library District initiatives using social media platforms
- Attend stakeholder meetings including our Citizens Advisory Committee, Maricopa County Library Council, Board of Supervisors/Library Board of Directors, as well as municipality meetings
- Assist in the design and planning of the Library District annual Staff Day
- Perform departmental cost analysis and develop overhead cost methodology
- Assist in our ongoing Web site update project by contributing content and copyediting content provided by other Library District staff members

The intern will utilize and further develop the following knowledge, skills and abilities:

- Data analysis
- Report writing
- Interpersonal communication
- Project management
- Documentation of processes, procedures and calculations
- Team work

Recruitment Preference Information (e.g. desired competencies, academic disciplines, and skill sets.): The various Library District projects would appeal to a number of academic disciplines including Business/Public Administration, Human Resources, Public Service/Policy and Communication.