



Position: NORDC COMMISSION LIAISON INTERN

Main Functions:

The NORDC Commission Liaison/Booster Club Liaison Intern will support the NORDC Commission Liaison for the purpose of ensuring the efficient and effective functioning of the NORDC Commission.

Reports to: NORDC Commission Liaison/Booster Club Liaison

Duties:

- Learn the structure of NORDC administration, commission and sub-committees, the NORDC Foundation, NORDC-sanctioned Booster Clubs, as well as Community Advisory Teams (CATs) created by the Mayor's Neighborhood Engagement Office to provide public input on NORDC.
- Create a tracking document for review of NORDC-sanctioned Booster Clubs' requirements, quarterly and at year-end, including but not limited to
 - Each Booster Club's offering publicly-posted membership meetings
 - Recording minutes and presenting them to the membership for approval
 - Maintenance of an accountable administrative structure with at least four officers; accurate membership lists to determine voting eligibility for elections; banking and financial records
- Review and report to Liaison on 2014 compliance of existing NORDC-sanctioned Booster Clubs with existing regulations
- Create a tracking document for the 15 Community Advisory Teams, including but not limited to
 - Membership and officers
 - Playgrounds and recreation centers within the CAT's purview, with Site Facilitator
 - NORDC Athletic district(s) within the CAT's purview, with District Manager
 - City Council district, with councilmember and NORDC commission representative
- Create a tracking document for CAT recommendations and special requests from Booster Club officers that are outside of routine rentals, athletics, and maintenance requests
- Assist in the verification of all current Booster Club records, preparation of documents for Booster Club trainings
- Assist in the year-end transfer of permanent records, to establish archived NORDC records of all commission and sub-committee meetings, as time permits
- All duties are performed.

Knowledge, Skills and Abilities:

- Honest, respectful, and trustworthy
- Strong communication skills and professional personal presentation
- Excellent community dialogue skills
- Knowledge of NORDC organizational structures
- Ability to establish and maintain good working relationships with representatives of other departments and general public
- Strong Microsoft Office application skills
- Attention to detail and ability to effectively manage multiple assignments
- Knowledge of clerical and administrative procedures
- Ability to devise and install work methods, forms and procedures

Internship Requirements:

- Valid driver's license

Apply to:

Please forward your resume by email to: djlanghoff@nola.gov