



Town of Bowling Green

Internship

The Town of Bowling Green is looking for students, recent graduates and those looking to return to the workforce interested in municipal government to offer them an internship opportunity. The Historic Town of Bowling Green is the County seat of Caroline County, with a small-town vibe. The Town of Bowling Green is committed to administering a successful and efficient program that will allow interns to make a positive contribution to the community while gaining valuable work experience in their field of study. During their time with the town, interns will experience networking and professional development opportunities, gain professional and “real world” experience in hands-on work, and learn about the mission and vision of the Town of Bowling Green.

Intern responsibilities would include but not be limited to conducting research, drafting correspondence, constituent services, assisting with grant writing/processes and collaborating with various internal and external offices. This will provide a greater awareness and understanding of the day-to-day duties and responsibilities of municipal government.

If you are interested in this internship opportunity, please submit to the contact information below, a current resume along with a cover letter which includes why you would like to participate in the internship, and the programs, subject matters, and long-term goals in which you are interested. If you have any questions, please contact the Town Manager at the townmanager@townofbowlinggreen.com

This is an unpaid internship opportunity, with a hybrid schedule availability. This town is seeking up to two (2) interns for the Summer May-August.