



ABOUT BBMR

If you want to put your analytical skills to work in taking on some of America's toughest urban issues, Baltimore's Budget Office (BBMR) is looking to fill an internship position starting June 1, 2018.

Although our primary mission is to develop the City's annual operating budget, BBMR also spearheads a series of innovative initiatives that have strengthened the City's fiscal condition and led to better results for Baltimore's citizens. The individual selected for this position will have the opportunity to participate in some of these exciting initiatives, including:

- **Outcome Budgeting:** Baltimore is regarded as the national leader in Budgeting for Outcomes, with a \$2.8B budget organized into Priority Outcomes. We are leading a revolution in how cities make budget decisions, and cities like Los Angeles, Philadelphia, Atlanta, Madison, and Chattanooga have followed.
- **OutcomeStat:** We are marrying our budget process with the City's pioneering CitiStat program in an effort to build action plans around the City's toughest challenges – from shootings to blight to asthma – and align strategic planning, budgeting and performance management.
- **Innovation Program:** BBMR is leading many of Baltimore's innovation initiatives, including the Innovation Fund, Lean Government Process Improvement, Pay for Success, and even a Good Government Book Club.
- **Ten Year Financial Plan:** BBMR's fiscal leadership is exemplified by the Mayor's Change to Grow Ten Year Financial Plan, which was rolled out three years ago and has already reduced the City's costs by more than \$1 billion over the next decade.
- **Management Research:** BBMR produces in-depth research reports to inform budget, policy and management decisions. Recent topics have included services for seniors, trash collection, street resurfacing, community job hubs, and the conduct of elections.

INTERNSHIP

BBMR developed the internship to provide an experiential learning opportunity for talented graduate students interested in public finance, municipal government, policy and data analysis, and identifying ways to make City services more efficient and effective.

We seek an intern who can make meaningful contributions to our core functions, is a motivated self-starter; has exceptional verbal and written communication skills; has strong Microsoft Office competency; and can prioritize multiple demands to meet project deadlines. Data analytics skills also desirable.

Specific projects will be determined at the start of the internship, based on the selected intern's skills and interests.

ELIGIBILITY & COMMITMENT

The internship is open to part-time or full-time graduate students. This internship may interest Public Policy and Public Administration Master's Degree candidates; however, students from all academic disciplines are eligible and encouraged to apply.

Commitment

This internship is a 12-week commitment throughout the summer (June 2018 to August 2018), 40 hours per week, for a total of 480 hours. Work must be performed Monday through Friday during typical business hours, with a consistent weekly schedule.

Compensation

This is a paid internship. Interns will be paid a stipend of \$7,680 for the summer term. Payment will be in bi-weekly installments.

APPLICATION

Students must submit:

- Completed application
- Resume
- Writing sample
- Three references

Writing samples should be less than five pages in length, be the applicant's original work, and be from within the last 24 months.

Applicants identified for an interview will be contacted within two weeks following the application deadline.

Application materials should be submitted to: Jessica.Clarke@baltimorecity.gov by March 15th at 5PM EST.