

County Executive's Office Intern

Role and Responsibilities:

- Answer phones
- Corresponding with departments
- Press releases
- Filing
- Research

Qualifications and Education Requirements:

Must be enrolled in College or Graduate school at the time of application.

Specific Majors, coursework or backgrounds that would be helpful to this work:

English, Government, Political Science

Preferred Skills:

- Strong writing skills
- Communication skills

Department: County Executive's Office

Location: County Office Building
40 Gleneida Ave.
Carmel, NY 10512

Hourly Rate:	High School Student	\$12
	College Student	\$13
	Graduate Student	\$14

Schedule: 28 hours/week for 8 weeks



PUTNAM COUNTY

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PUTNAM INVESTS
IN LEADERS OF
TOMORROW

10/2025