

## Progressive Internship Opportunities 2026

### Reporting and Data Analytics Intern – Health and Wellness Administration Dept

The Ramsey County Health and Wellness Service Team focuses on promoting well-being for individuals and families in the community.

This internship will provide hands-on experience in reporting, data analysis, and dashboard development in support of the Health & Wellness Reporting Unit. Interns will run recurring reports, update and refine queries, and build informative dashboards. Interns will learn about Ramsey County and State of Minnesota social services systems, meet with customers, and learn about services provided to residents. Students pursuing degrees in data analytics, statistics, computer science, public administration, or related fields are encouraged to apply.

#### Location

Ramsey County Health and Wellness Administration  
90 Plato Blvd. West, St. Paul, MN 55107

Please note this can be a hybrid position, minimum 2-days in the office.

#### Key responsibilities

- Access State and Ramsey County health & wellness systems to run and distribute recurring reports.
- Use SQL queries to review and extract data from health & wellness systems.
- Participate on project teams developing data analytics dashboards.
- Assist with project documentation such as project plans, process, and data flow diagrams.
- Attend in-person and virtual project team meetings.
- Update information on Ramsey County's Open Data Portal.
- Complete all required training to access State and Ramsey County health & wellness systems

#### Skills and qualifications

- Strong written and verbal communications skills.
- Ability to stay organized and manage multiple tasks and deadlines.
- Experience or interest in data analysis, data science, and data visualization.
- Experience with SQL query, data extract, and data modeling.
- Experience using Outlook, Excel, Power BI, Visio, SharePoint and other Microsoft tools.
- Ability to work collaboratively in a team environment.



## Additional considerations

- Must be 18 years or older
- Ideally work 20 + hours per week in a hybrid environment (in person and remote)

## Communications & Public Relations

Communications & Public Relations keeps residents, businesses, visitors and employees up-to-date with Ramsey County news and events. The department handles general media requests; manages the county's brand; oversees the county website content, social media channels and open data portal; and assists departments with their communications needs. The department also serves as the county's primary liaison with the [Ramsey County Historical Society](#).

## Digital Communications - Progressive Internship Opportunity

Ramsey County Communications & Public Relations is recruiting for a motivated, energetic intern to assist with communications projects. The internship will provide opportunities to gain work experience in the areas of strategic communications, visual design including graphic design, digital marketing including website, social media, public relations, and organizational/internal communications.

## Duties and Responsibilities

- Assisting departments with various communications plans and campaigns.
- Organizing, updating and developing content for web pages, newsletters, advertisements, social media, presentations, and other materials.
- Reviewing communications materials for adherence to [brand standards](#).
- Supporting communications staff at media events.
- Other duties as assigned.

Training will be provided by department staff. Applicants are not expected to have experience in all duties and responsibilities. Students seeking degrees in communications, web design or development, information systems or marketing are encouraged to apply.

**Location:** This internship will be at 15 West Kellogg Boulevard, St. Paul, MN 55102.

## Podcast Production Assistant Intern

This intern will support the development and production of a new Gen Z podcast that will discuss and share county government information in an accessible, engaging format. The intern will work closely with Communications and Public Relations staff to support podcast planning, recording, coordination and post-production. The role is ideal for someone passionate about storytelling, digital media, and making complex topics feel relevant and meaningful. The intern will help translate government and public service information into content that resonates with the youth population.



Additional responsibilities include preparing social media content to promote and distribute podcast content. The ability to travel to multiple sites within Ramsey County will be required as the podcast will be recorded at studio in a different location from the department office.

### Key responsibilities

- Assist in script development, content outline, and topic research.
- Support with preparation of interview questions and episode rundowns.
- Assist in coordination of guest schedules including calendar invites and logistical details.
- Attend in-person podcast recordings at the studio.
- Provide on-site assistance during recordings, including set up support.
- Potentially co-host or participate on air on a recurring or regular basis, when appropriate.
- Assist with post-production tasks including but not limited to writing episode captions and promotional content; preparing social media content; supporting ADA-compliant content preparation, including captioning and accessible uploads; and organizing audio/video files.
- Assist in social media, website or other content development to support the promotion of podcast.

### Skills and qualifications

- Strong written and verbal communications skills.
- Ability to stay organized and manage multiple tasks and deadlines.
- Experience or interest in podcasting, journalism, media and/or broadcasting.
- Experience creating or maintaining social media content.
- Knowledge of multimedia tools, such as recording equipment and audio/video editing software a plus but not necessary.
- Experience using Outlook, Word and other Microsoft Office tools.
- Ability to work collaboratively in a team environment.

### Additional considerations

- Must be 18 years or older
- Valid driver's license is required
- Ability to work 30 + hours per week in a hybrid environment (in person and remote)
- Typical schedule: Monday – Friday, typically 9:00 AM – 4:30 PM with potential for some early evenings for in-studio production.

### About the Progressive Internship Program

The Progressive Internship program is a partnership between Saint Paul College, Metropolitan State University and Ramsey County. The program is structured to provide a two-year experience across a student's transfer from Saint Paul College into a four-year program at Metro State. During this time, interns will have the opportunity to gain work experience in a local government setting through different projects of progressive difficulty. Interns will also have a chance to interact with other students in the program and expand their network within Ramsey County government.



**Compensation:** \$20.81 (non-benefit eligible)

## Eligibility

We seek students who meet the following eligibility guidelines:

- Completed the first year of college by the time the internship starts (at least 24 credit-hours of academic coursework).
- A student at Saint Paul College or a transfer student from Saint Paul College now studying at Metropolitan State University.
- Interest in local government, public service, and real estate.
- Ability to work independently and able to relate to members of the public.
- Ability to work on your feet, to work outdoors in all weather and be able to perform accurate and consistent work.
- A car is preferred, and intern will be reimbursed for mileage.

**Timeline:** Initial screening of applications will occur mid-April 2026. The interview process is expected to begin around end of April/beginning of May with selected candidates starting the internship in May/June 2026.

**To learn more and apply:** Visit [RamseyCountyMN.gov/jobs](https://RamseyCountyMN.gov/jobs) , view current job openings, select the Progressive Internship opportunity, select “apply” in the upper left corner, complete application (including attaching resume).

**Questions?** Contact Noelana Gates at 651-263-9201 or [noelana.gates@ramseycountymn.gov](mailto:noelana.gates@ramseycountymn.gov)

