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City Of Beaumont Summer Internship Employments 2025

Description

The City of Beaumont Summer Internship Program offers an exciting opportunity for students to gain hands-on experience in various municipal departments. Interns will have the chance to work alongside professionals, contribute to community projects, and enhance their skill set in public service, all while learning about the functioning of local government.

Responsibilities

- Assist with research, data collection, and analysis in assigned department
- Support department staff in daily operations and project management
- Prepare reports, presentations, and other materials as needed
- Participate in meetings and assist with event planning or community outreach activities
- Help with organizing and maintaining departmental files and records
- Contribute to various community initiatives and city programs
- Perform general administrative tasks such as answering phones, drafting correspondence, and managing correspondence
- Complete special projects as directed by department supervisors
- Learn about city policies, government operations, and the services provided to the public.

Qualifications

- Must be enrolled in an accredited college or university program (undergraduate or graduate) with a focus in public administration, business, urban planning, environmental science, or a related field
- Must be available to work full-time (typically 8:00 am – 5:00 pm) during the summer internship period
- Must have completed at least one year of undergraduate coursework by the start of the internship
- Strong written and verbal communication skills
- Ability to work independently and as part of a team
- Detail-oriented with strong organizational skills.

Experience

- Previous internship or volunteer experience in public service, government, or a related field is a plus, but not required
- Familiarity with Microsoft Office Suite (Word, Excel, PowerPoint, etc.)
- Any experience with customer service, event planning, or community engagement is an advantage.

Skills

- Excellent communication, both written and verbal
- Strong organizational and time management abilities

Hiring organization

City Of Beaumont Internship

Employment Type

Intern

Duration of employment

6 Months

Industry

Government Administration

Job Location

Beaumont, Texas, United States, 77701,, Beaumont,, Texas,, United States,

Working Hours

8

Base Salary

10

Date posted

February 27, 2025

Valid through

11.01.2026

- Ability to multitask and handle a variety of tasks efficiently
- Analytical and problem-solving skills
- Team-oriented with a positive attitude
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).

Job Benefits

- Paid internship with competitive hourly wages
- Hands-on experience in municipal government operations
- Networking opportunities with professionals in the public sector
- Professional development and skill-building opportunities
- Potential for future employment consideration within the City of Beaumont
- A valuable reference for future career opportunities.

How To Apply

Interested applicants should submit the following materials by :

1. A completed application form available on the City of Beaumont website.
2. A current resume highlighting relevant coursework, experiences, and skills.
3. A cover letter detailing your interest in the internship and how it aligns with your academic and career goals.
4. A letter of recommendation from a professor, advisor, or employer

[Job Vacancies Portal Here:](#)