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City Of Dallas Summer Internship Employments 2025 In United States

Description

The City of Dallas is offering a Summer Internship Employment Program for 2025, designed to provide students with practical, hands-on experience in public administration, government services, and civic engagement. Interns will work across various departments and assist in projects that enhance the quality of life for Dallas residents. This internship provides an excellent opportunity to gain exposure to city operations while developing professional skills in a dynamic, urban environment.

Responsibilities

- Assist with the planning, coordination, and execution of various city projects and programs.
- Conduct research, data collection, and analysis for ongoing initiatives.
- Provide administrative support to department staff, including preparing reports, memos, and presentations.
- Participate in meetings and collaborate with team members across different city departments.
- Help organize public events and community outreach programs.
- Perform tasks related to community engagement, including social media, communications, and public relations.
- Support special projects as needed, with an opportunity to take on leadership roles for specific initiatives.
- Develop and enhance communication between the City of Dallas and its residents.
- Contribute to the improvement of municipal services and operations through feedback and recommendations.

Qualifications

- Must be currently enrolled in an accredited college or university, pursuing an undergraduate or graduate degree.
- Students from diverse academic backgrounds are encouraged to apply, with a focus on government, public administration, urban planning, business, communications, engineering, or related fields.
- Must be available for full-time employment during the summer internship period (typically May – August 2025).
- Strong academic standing, with a minimum GPA of 2.5 or higher.
- Ability to work independently and collaboratively in a fast-paced, professional environment.

Experience

- Previous internship or volunteer experience in government, public services, or community engagement is a plus but not required.
- Experience working with teams, managing projects, or engaging with diverse groups is beneficial.

Hiring organization

City Of Dallas Internship

Employment Type

Intern

Duration of employment

6 Months

Industry

Government Administration

Job Location

Dallas, TX, United States, 75201.,
Dallas,, TX,, United States,

Working Hours

8

Base Salary

10

Date posted

February 25, 2025

Valid through

08.01.2026

- Familiarity with Microsoft Office Suite (Word, Excel, PowerPoint) and basic office tools is preferred.

Skills

- Excellent written and verbal communication skills.
- Strong organizational and time-management abilities.
- Ability to analyze data and prepare clear, concise reports.
- Basic knowledge of public administration and city government functions is a plus.
- Critical thinking and problem-solving skills.
- Positive attitude and strong work ethic.
- Ability to interact professionally with city officials, community members, and fellow interns.

Job Benefits

- Opportunity to gain valuable work experience in a municipal government setting.
- Hands-on exposure to city operations and public service projects.
- Networking opportunities with professionals in the public sector.
- Potential for future employment or recommendations for academic and professional advancement.
- Stipend or hourly pay, depending on department assignment and budget.
- Professional development workshops and career guidance during the internship program.
- Certificate of Completion provided at the end of the internship.

How To Apply

Interested candidates should submit the following materials through the City of Dallas Internship Program website or the designated recruitment platform:

1. Updated resume.
2. A cover letter detailing your interest in the internship and how your academic background aligns with the role.
3. Academic transcript unofficial transcripts accepted.
4. A letter of recommendation optional but recommended.

[Job Vacancies Portal Here:](#)