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City of San Antonio Summer Internship Placements Program 2025

Description

The City of San Antonio Summer Internship Placements Program 2025 provides an opportunity for students and young professionals to gain hands-on experience in various departments across the City. Interns will work on meaningful projects that contribute to the growth and development of San Antonio, enhancing their knowledge of local government functions and public service. The program is designed to prepare the next generation of leaders in public administration, policy, and community service.

Responsibilities

- Assist in day-to-day operations of a specific department (e.g., City Planning, Public Works, Economic Development, etc.)
- Conduct research and analyze data to support department initiatives and projects
- Prepare reports, presentations, and other written materials
- Attend and participate in meetings, briefings, and events
- Engage in community outreach, assisting with public information campaigns and events
- Provide administrative support, including organizing files, maintaining databases, and drafting correspondence
- Collaborate with department staff on special projects and tasks as needed
- Present findings and recommendations to department leaders

Qualifications

- Currently enrolled in an accredited undergraduate or graduate program, preferably in fields such as Public Administration, Urban Planning, Political Science, Environmental Studies, Engineering, Business, or other related fields
- Strong academic standing (typically a minimum GPA of 2.5 or higher)
- Available to work full-time for the duration of the summer internship (typically 8-12 weeks)
- Must be at least 18 years of age at the time of the internship

Experience

- Previous internship, volunteer work, or part-time job experience in a professional setting is a plus
- No prior work experience required, but a demonstrated interest in public service, community engagement, or local government operations is highly desirable

Skills

- Excellent written and verbal communication skills
- Strong organizational and time management abilities

Hiring organization

City of San Antonio Internship

Employment Type

Intern

Duration of employment

6 Months

Industry

Government Administration

Job Location

San Antonio, Texas, United States, 78201,, San Antonio,, Texas,, United States,

Working Hours

8

Base Salary

10

Date posted

March 4, 2025

Valid through

14.01.2026

- Ability to work independently and as part of a team
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Research and analytical skills
- Positive attitude and eagerness to learn
- Multilingual skills are a plus

Job Benefits

- Paid internship position (hourly wage)
- Opportunities for professional development and networking with city officials and department leaders
- Gain real-world experience in local government and public service
- Flexible working hours (based on department needs)
- The chance to contribute to projects that impact the local community
- Possible future employment consideration within the City of San Antonio

How To Apply

Interested candidates should submit the following materials:

1. A current resume
2. A cover letter detailing your interest in the program and relevant skills/experiences
3. A list of references (if available)
4. Unofficial transcripts or proof of enrollment in an accredited academic institution.

[Job Vacancies Portal Here:](#)