



<https://www.futureinterne.online/job/el-paso-county-summer-internship/>

## El Paso County Summer Internship Program 2025 Apply Online

### Description

The El Paso County Summer Internship Program offers a unique opportunity for students and recent graduates to gain hands-on experience in local government operations. Interns will work closely with various departments, assist with community-driven projects, and contribute to the efficient functioning of county services. This program provides valuable professional development in a real-world setting while promoting civic engagement and public service.

### Responsibilities

- Assist in conducting research, preparing reports, and analyzing data for various county departments.
- Participate in community outreach activities, including events and informational campaigns.
- Support staff with the planning and execution of public meetings, workshops, and other county events.
- Help create and distribute educational materials for the public.
- Collaborate with county team members to streamline processes and improve services.
- Perform administrative tasks, such as document management, correspondence, and maintaining records.
- Participate in team meetings and offer input on ongoing projects and initiatives.
- Perform other duties as assigned by department supervisors.

### Qualifications

- Enrollment in or recent graduation from an accredited college or university (preferably in Public Administration, Political Science, Business, Communications, or related fields).
- Strong academic standing and a demonstrated interest in local government, public service, or related areas.

### Experience

- Prior internship or volunteer experience is preferred but not required.
- Experience in community service, project management, or event planning is a plus.

### Skills

- Excellent written and verbal communication skills.
- Strong organizational and time management abilities.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and familiarity with other office software.
- Ability to work effectively both independently and in team settings.
- A positive attitude and willingness to learn.

### Hiring organization

El Paso County Internship

### Employment Type

Intern

### Duration of employment

6 Months

### Industry

Government Administration

### Job Location

Colorado Springs, Colorado, United States,, 80901,, Colorado Springs,, Colorado,, United States,

### Working Hours

8

### Base Salary

10

### Date posted

March 11, 2025

### Valid through

09.01.2026

- Strong attention to detail and problem-solving skills.

### **Job Benefits**

- Competitive hourly wage.
- Exposure to local government operations and public service.
- Professional development opportunities, including mentorship from experienced county staff.
- A letter of recommendation upon successful completion of the internship.
- Opportunity to build your professional network within local government.

### **How To Apply**

Interested applicants must submit an online application through the El Paso County Employment Portal by visiting. The application must include:

- A current resume
- A cover letter expressing interest in the program and relevant qualifications
- A transcript (official or unofficial)
- Contact information for two academic or professional references

[Job Vacancies Portal Here:](#)