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City of Austin Community Engagement Internship Communications and Public Information Office

Description

The Community Engagement Internship enables the participant(s) to help craft methods for generating public input on policy questions posed by the City Council; to design and help facilitate activities designed to develop community consent; and to create and help execute facilitation exercises meant to resolve issues and concerns from the community.

The interns will work directly with the Community Engagement Consultants, managing tasks associated with community engagement and outreach activities, including:

- Coordination of logistics associated with engagement activities;
- Note-taking during input-gathering sessions
- Correspondence and meetings with stakeholders
- Reporting, analysis, and synthesis of data for presentations to staff and City Council
- Attendance and participation at staff meetings to develop engagement strategies

The interns will each report for work approximately 15-20 hours per week. The intern will generally report for work during weekday normal business hours (8:30 a.m. – 5:30 p.m.) but may, on occasion, be called upon to assist with community engagement meetings in the early morning, later evening, or weekends.

Qualifications

Applicants from a variety of educational backgrounds will be considered. Applicants majoring in communications, government/political science, and psychology are encouraged to apply.

Applicants should possess strong writing, public speaking, interpersonal, leadership, and organizational skills. Applicants should be able to work under tight deadlines with limited advance notice of their assignments. They should have demonstrated experience in working with large teams and managing complex projects.

To Apply

Send cover letter and resume to Larry Schooler (larry.schooler@austintexas.gov); include availability information (e.g., number of hours per week, preferred days, etc.). Deadline for summer 2015 internships is April 21, 2015. Deadline for fall 2015 internships is July 15, 2015.