https://www.internshipsea.online/job/city-of-irving-internship/

City Of Irving Internship Employment 2025 New Hiring

Hiring organization
City Of Irving Internship

Employment Type
Intern

Duration of employment
6 Months

Industry
Government Administration

Job Location
Irving, TX, United States, 75014,, Irving,, TX,, United States,

Working Hours
8

Base Salary
10

Date posted
November 14, 2026

Valid through
25.02.2026

Description

The City of Irving is seeking highly motivated and talented individuals to join our **2025 Internship Program**. This internship offers students and recent graduates an opportunity to gain hands-on experience in municipal government while working on meaningful projects that positively impact the community.

Responsibilities

- Assist with various city department projects, research, and administrative tasks.
- Support city staff in planning and executing community programs and initiatives.
- Participate in meetings, training sessions, and networking opportunities.
- Conduct data analysis and prepare reports for city officials.
- Help organize city events and assist in public relations efforts.
- Perform other duties as assigned based on departmental needs.

Qualifications

- Must be currently enrolled in or recently graduated from an accredited college or university.
- Pursuing a degree in Public Administration, Business, Communications, Environmental Science, Engineering, or a related field.
- Must be at least 18 years of age.

Experience

- No prior work experience is required, but previous internship or volunteer experience is a plus.
- Familiarity with municipal government operations is beneficial.

Skills

- Strong verbal and written communication skills.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint) and Google Suite.
- Strong analytical and problem-solving skills.
- Excellent time management and organizational abilities.
- Willingness to learn and adapt in a fast-paced environment.

Job Benefits

- Gain practical experience in municipal government operations.
- Opportunity to work alongside experienced professionals.
- Networking and career development opportunities.
- Competitive stipend or hourly wage (if applicable).
- Flexible schedule to accommodate academic commitments.

How To Apply
Interested candidates should submit the following:

- A **resume** detailing academic and work experience.
- A **cover letter** explaining interest in the internship and relevant skills.
- **Official or unofficial transcripts** (if required).

Job Vacancies Portal Here: