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City Of Carrollton Internship Project Program 2025 New Hiring

Description

The **City of Carrollton Internship Project Program 2025** offers students and recent graduates an opportunity to gain hands-on experience in local government operations. This program aims to provide practical knowledge, enhance professional skills, and foster career development in various municipal departments.

Responsibilities

- Assist in city projects and initiatives relevant to assigned departments (e.g., public works, finance, community development, parks and recreation, IT, etc.).
- Conduct research, analyze data, and prepare reports for city officials and staff.
- Support department operations by performing administrative tasks and attending meetings.
- Participate in community outreach and engagement efforts.
- Collaborate with city employees on projects that improve public services.
- Complete assigned tasks and present findings to city leadership.

Qualifications

- Must be a current college student or recent graduate (within the past 12 months).
- Pursuing a degree in Public Administration, Business, Engineering, Communications, Environmental Science, or a related field.
- Strong interest in public service and local government operations.
- Must be legally authorized to work in the U.S.

Experience

- Previous internship, volunteer, or work experience in government, nonprofit, or related fields is preferred but not required.
- Experience conducting research, data analysis, or project coordination is a plus.

Skills

- Excellent communication (verbal and written) and interpersonal skills.
- Strong analytical, problem-solving, and critical-thinking abilities.
- Ability to work both independently and in a team-oriented environment.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Strong organizational and time-management skills.

Job Benefits

- Hands-on experience in local government operations.
- Networking opportunities with city officials and professionals.

Hiring organization

City Of Carrollton Internship

Employment Type

Intern

Duration of employment

6 Months

Industry

Government Administration

Job Location

Carrollton, TX, United States,
75006,, Carrollton,, TX,, United States,

Working Hours

8

Base Salary

10

Date posted

July 29, 2025

Valid through

24.02.2026

- Professional development workshops and mentorship.
- Potential academic credit (subject to university approval).
- Competitive stipend or hourly wage (if applicable).

How To Apply

Interested candidates should submit the following:

1. A resume detailing education, work, and volunteer experience.
2. A cover letter explaining interest in the internship and career goals.
3. (Optional) Letters of recommendation or writing samples.

[Job Vacancies Portal Here:](#)