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City Of Abilene Summer Internship Opportunities 2025 Apply Here

Description

The City of Abilene is seeking motivated and passionate individuals to join our Summer Internship Program for 2025. Interns will have the opportunity to gain valuable hands-on experience in a variety of departments and contribute to the city's projects and initiatives. This internship is ideal for students who are interested in public service, municipal operations, and community development.

Responsibilities

- Assist in daily operations and administrative tasks within the assigned department.
- Support ongoing city projects, including research, data collection, and analysis.
- Participate in team meetings, contributing ideas and feedback to enhance city services.
- Attend city events and community outreach initiatives as needed.
- Help with preparing reports, presentations, and documents.
- Perform other duties as assigned by the department supervisor.

Qualifications

- Currently enrolled in a college or university program (undergraduate or graduate level).
- Must be available for full-time work during the summer (typically May through August).
- Ability to work both independently and as part of a team.
- Strong attention to detail and organizational skills.
- Excellent written and verbal communication skills.
- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint).

Experience

- No prior professional work experience required, though any relevant experience in public administration, urban planning, community development, or a related field is a plus.
- Previous internship or volunteer experience is advantageous.

Skills

- Strong analytical and problem-solving skills.
- Ability to manage multiple tasks efficiently and meet deadlines.
- Excellent interpersonal skills, with the ability to communicate effectively with city staff and the public.
- Ability to adapt to new tasks and environments quickly.

Job Benefits

Hiring organization

City Of Abilene Internship

Employment Type

Intern

Duration of employment

6 Months

Industry

Government Administration

Job Location

Abilene, TX, United States, 79601,,
Abilene,, TX,, United States,

Working Hours

8

Base Salary

10

Date posted

September 20, 2026

Valid through

17.02.2026

- Competitive stipend for the duration of the internship.
- Real-world experience in local government and public administration.
- Networking opportunities with professionals in municipal services.
- Potential for future employment consideration within the City of Abilene.
- Chance to contribute to meaningful community projects and make a positive impact.

How To Apply

Interested candidates should submit the following documents to :

1. Current resume
2. Cover letter outlining interest in the internship and relevant experience
3. Unofficial transcript (optional)

[Job Vacancies Portal Here:](#)