



<https://www.internshipstoo.online/job/city-of-killeen-internship/>

City Of Killeen Internship Latest Employments 2025 Opportunities

Description

The City of Killeen Internship Program offers an exciting opportunity for students and recent graduates to gain hands-on experience in local government operations. As an intern, you will assist various departments, providing support in projects and activities that impact the community. This is an excellent opportunity for individuals interested in public service, urban development, government operations, and civic engagement.

Responsibilities

- Assist in day-to-day operations of various city departments including but not limited to Public Works, Parks & Recreation, Finance, and Planning.
- Support project management tasks and help in the development of plans and presentations.
- Gather and analyze data for departmental reports, ensuring accuracy and timeliness.
- Participate in community outreach efforts and public relations activities.
- Attend meetings, workshops, and assist in preparing agendas and minutes.
- Conduct research to support ongoing city initiatives and provide recommendations.
- Provide administrative support by managing schedules, phone calls, and responding to emails.
- Participate in training and skill development opportunities offered during the internship.

Qualifications

- Currently enrolled in or a recent graduate of an accredited college or university program in Public Administration, Urban Planning, Business Administration, Political Science, Environmental Science, or related fields.
- Must be available for the duration of the internship (minimum 10-12 weeks).

Experience

- No prior work experience required, though any prior internships or volunteer experience in government or community service is a plus.
- Strong interest in civic engagement and local government operations is essential.

Skills

- Strong written and verbal communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to multitask and work effectively in a fast-paced environment.
- Critical thinking and problem-solving abilities.
- Attention to detail and organizational skills.
- Positive attitude, adaptability, and willingness to learn.

Hiring organization

City Of Killeen Internship

Employment Type

Intern

Duration of employment

6 Months

Industry

Government Administration

Job Location

Killeen, TX, United States, 76541,,
Killeen,, TX,, United States,

Working Hours

8

Base Salary

10

Date posted

September 20, 2026

Valid through

24.02.2026

Job Benefits

- Gain practical experience in municipal operations and public service.
- Networking opportunities with professionals in the public sector.
- Potential for future employment based on performance.
- Access to training workshops and career development resources.
- Interns may receive academic credit upon approval from their educational institution.
- A stipend or hourly wage may be provided based on the department and position.

How To Apply

Interested candidates should submit a completed application, including a resume, cover letter, and two references, to the City of Killeen Internship Program. The application can be submitted via the City's official website by email. The deadline for application and submissions.

[Job Vacancies Portal Here:](#)