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City Of laredo Internship Employment 2025 Apply Here

Description

The **City of Laredo Internship Program** provides students with hands-on experience in local government operations. Interns will gain valuable insight into municipal services, public administration, and community development while working alongside city professionals. This program aims to enhance students' academic knowledge and professional skills through real-world applications.

Responsibilities

- Assist city departments with administrative and operational tasks.
- Conduct research and analyze data to support city projects and initiatives.
- Participate in community outreach programs and public service activities.
- Support city staff in planning, organizing, and executing various programs.
- Attend meetings, training sessions, and workshops relevant to the internship role.
- Maintain accurate records and prepare reports as needed.
- Perform other duties as assigned by the supervisor.

Qualifications

- Must be currently enrolled in a college, university, or vocational program.
- Studying a field relevant to the internship position (e.g., Public Administration, Business, Engineering, Social Sciences, Environmental Science, etc.).
- Must be in good academic standing.
- Must be legally authorized to work in the United States.

Experience

- No prior work experience is required; however, previous internships, volunteer work, or academic projects related to government services, public administration, or community development are a plus.

Skills

- Strong communication and interpersonal skills.
- Ability to work independently and collaboratively in a team setting.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Analytical and problem-solving abilities.
- Strong organizational and time-management skills.
- Attention to detail and willingness to learn.

Job Benefits

- Hands-on experience in municipal government.
- Networking opportunities with city officials and professionals.
- Professional development and career guidance.

Hiring organization

City Of laredo Internship

Employment Type

Intern

Duration of employment

6 Months

Industry

Government Administration

Job Location

Laredo, TX, United States, 78040,,
Laredo,, TX,, United States,

Working Hours

8

Base Salary

10

Date posted

September 19, 2026

Valid through

17.02.2026

- Potential academic credit (subject to university approval).
- A chance to contribute to meaningful city projects that impact the community.

How To Apply

Interested candidates must complete an online application through the **City of Laredo's official website**. The application should include:

1. A **resume** highlighting academic background and relevant experience.
2. A **cover letter** explaining interest in the internship.
3. Any additional documents required by the department of interest.

[Job Vacancies Portal Here:](#)