



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

City Of Odessa Summer Internship Employment 2025 In US

Description

The **City of Odessa Summer Internship Program** provides college and high school students with hands-on experience in local government operations. Interns will gain valuable skills, work on meaningful projects, and contribute to the community while exploring potential career paths in public service.

Responsibilities

- Assist various city departments, such as Public Works, Finance, Human Resources, Parks & Recreation, and more.
- Conduct research, analyze data, and prepare reports as needed.
- Support administrative tasks, including documentation, record-keeping, and customer service.
- Participate in city events, community programs, and outreach initiatives.
- Collaborate with team members on projects that impact city services.
- Perform other duties as assigned by department supervisors.

Qualifications

- Must be a high school senior, undergraduate, or graduate student enrolled in an accredited institution.
- Minimum GPA of 2.5 (preferred but not required).
- Must be legally authorized to work in the United States.
- Interest in public service, local government, or related fields.

Experience

No prior work experience required; however, previous volunteer work, internships, or part-time jobs in administrative or public service roles are a plus.

Skills

- Strong communication and interpersonal skills.
- Ability to work independently and in a team environment.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint).
- Organizational and time management skills.
- Problem-solving and critical-thinking abilities.
- Willingness to learn and adapt in a professional setting.

Job Benefits

- Hands-on experience in government operations.
- Networking opportunities with city officials and professionals.
- Professional development and career mentorship.
- Competitive hourly pay (if applicable).
- Opportunity to make a difference in the Odessa community.

Hiring organization

City Of Odessa Internship

Employment Type

Intern

Duration of employment

6 Months

Industry

Government Administration

Job Location

Odessa, TX, United States, 79761,,
Odessa,, TX,, United States,

Working Hours

8

Base Salary

10

Date posted

September 19, 2026

Valid through

24.02.2026

How To Apply

Interested candidates should submit an online application along with:

- A current resume
- A cover letter explaining their interest in the internship
- A copy of their most recent transcript (if applicable).

[Job Vacancies Portal Here:](#)