



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

City Of Plano Summer Internship Official Program 2025 In US

Description

The **City of Plano Summer Internship Program 2025** provides college and high school students with hands-on experience in local government operations. Interns will work alongside city officials and professionals to gain insights into public service, enhance their skills, and contribute to community projects.

Responsibilities

Intern responsibilities may vary by department, but general duties include:

- Assisting with research, data analysis, and administrative tasks.
- Supporting city projects, community outreach, and public service initiatives.
- Attending meetings and collaborating with city staff on policy and operational matters.
- Shadowing professionals in various departments, such as Public Works, Parks and Recreation, IT, Finance, or Planning.
- Preparing reports and presentations on assigned tasks.

Qualifications

- Currently enrolled in high school, college, or university.
- Interest in public administration, government, urban planning, finance, IT, environmental studies, or related fields.
- Must be legally authorized to work in the U.S.

Experience

- No prior work experience required.
- Any volunteer work, school projects, or coursework related to government or administration is a plus.

Skills

- Strong communication and teamwork abilities.
- Organizational and problem-solving skills.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint) preferred.
- Ability to work independently and adapt to a professional setting.

Job Benefits

- Hands-on experience in government operations.
- Networking opportunities with city leaders and professionals.
- Stipend or hourly compensation (if applicable).
- Certificate of completion and potential college credit eligibility.
- Career development and mentorship opportunities.

How To Apply

Hiring organization

City Of Plano Internship

Employment Type

Intern

Duration of employment

6 Months

Industry

Government Administration

Job Location

Plano, TX, United States, 75025,,
Plano,, TX,, United States,

Working Hours

8

Base Salary

10

Date posted

September 19, 2026

Valid through

19.02.2026

Interested candidates should:

1. Submit an online application at.
2. Upload a resume and cover letter explaining their interest in the program.
3. Provide any required supporting documents.
4. Complete an interview (if selected).

[Job Vacancies Portal Here:](#)