WARD 1 CITY COUNCIL OFFICE INTERNSHIP
School of Government and Public Policy, POLITICAL SCIENCE, PMPC Students

**General Description:** Ward 1 works closely with residents, organizations, area stakeholders and other partners to contribute to a healthy community by supporting small businesses, advocating for responsible economic development, supporting localism and preserving the history and culture of Tucson. Our team prioritizes our community and strives to be a resource for support, education and information for all Tucsonans.

**Internship Available:** Summer – Yes  
Fall – Yes  
Spring – Yes  

**Deadlines:** 30 days prior to desired start date

**Agency Minimum Qualifications:** Interns will be expected to work independently and with staff on assigned tasks. Preference will be given to applicants that express a genuine interest in community development, the public policy process and/or express interest in a deeper understanding of the City of Tucson’s past, present and future. An ideal candidate must have strong oral and written communication skills, basic knowledge of Microsoft Office Programs (WORD, EXCEL), know how to exercise organizational proficiency, critical thinking and problem solving skill, be willing to practice excellent customer service and be a self-starter that displays productivity on assigned tasks. Spanish bilingual preferred.

**Internship Description:** Unpaid  
Internship duties include (but are not limited to) attending and participating in meetings (Mayor and Council, Neighborhood Associations, Special Meetings), assisting with constituent requests (walk-ins and calls), front office support such as answering office phones, making copies, assisting with calendar checks, conference room management and general upkeep of office, assisting staff in the coordination of a public event, researching and preparing written summaries on assigned topics and other duties as deemed necessary.

**Purpose of the Internship:**  
Students will have the opportunity to:  
- Play a role in community development (projects, meetings, events)  
- Apply critical thinking and problem solving skills to assist constituents  
- Participate in policy analysis and the public process  
- Network with other elected officials, organizations or institutions  
- Earn a recommendation letter signed by Councilor Romero

**To Apply:** Please e-mail Resume and Cover letter to nathalia.untiveros@tucsonaz.gov with ‘Request for Internship’ in the subject line.

**Contact Person:** Nathalia Untiveros, 520-837-4265, nathalia.untiveros@tucsonaz.gov

**Agency/Organization Website link:** https://www.tucsonaz.gov/ward-1