General Description: The Town of Oro Valley serves more than 43,565 citizens by utilizing the council-manager form of municipal government. The Town Manager’s Office is tasked with providing high-quality, executive-level leadership for the community by effectively planning and directing town services.

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

Deadlines: Ongoing applications will be accepted.

Agency Minimum Qualifications:
- Currently enrolled in an undergraduate degree program in Public Administration, Business Administration, or a closely related field.
- Desire to participate in local government management.
- Proficiency in Microsoft Word, Excel, PowerPoint, and Outlook.
- Ability to write memos, correspondence, reports and produce written documents with clearly organized thoughts using proper English sentence construction, punctuation, and grammar.

Internship Description: Unpaid
- Research, compile and analyze information pertaining to emerging issues as defined by Town Manager’s Office.
- Track, analyze and report on projects as assigned, including legislative issues.
- Participate in strategic and operational planning efforts.
- Perform administrative work involving research, problem and dispute resolution, program or project management, statistical analyses, and preparation of reports and presentations.

Purpose of the Internship: This internship provides a career development opportunity to gain quality experience working in local government, while making a direct impact in the community. This position typically works closely with the Assistant Town Manager, Management Intern, shadows the Town Manager, and participates in Town Manager’s Office and departmental projects.

Additional Information:
- Interns should be available for 1-2 days per week during business hours (Monday-Friday, 8am-5pm)
- Upon hire, applicants will be fingerprinted.

To Apply: Complete an application online at https://www.orovalleyaz.gov/town/departments/human-resources or email a cover letter, resume, and class schedule to: tbarry@orovalleyaz.gov

Contact Person: Tara Barry - tbarry@orovalleyaz.gov

Agency/Organization Website link: https://www.orovalleyaz.gov/