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City Of Waco Internship New Employments 2025 Apply Now

Description

The City of Waco is offering internship opportunities for students and recent graduates to gain hands-on experience in various departments. This internship program aims to provide valuable insights into public administration, community development, and city operations while fostering professional growth and career development.

Responsibilities

- Assist with departmental projects and daily operations
- Conduct research and compile reports relevant to city initiatives
- Support staff in organizing community events and programs
- Participate in meetings and collaborate with different teams
- Perform administrative tasks such as data entry, document preparation, and correspondence
- Engage in policy analysis and contribute ideas for city improvements
- Other duties as assigned by the department supervisor.

Qualifications

- Must be currently enrolled in or a recent graduate of an accredited college or university
- Pursuing a degree in Public Administration, Business, Urban Planning, Communications, or related fields
- Strong academic standing with a minimum GPA of 2.5 (preferred).

Experience

- Previous internship or volunteer experience in a government, nonprofit, or corporate setting is a plus
- Experience with research, data analysis, and report writing is desirable
- Familiarity with local government operations is beneficial but not required.

Skills

- Excellent written and verbal communication skills
- Strong analytical and problem-solving abilities
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)
- Ability to work independently and in a team-oriented environment
- Strong organizational and time-management skills
- Attention to detail and ability to handle multiple tasks simultaneously.

Job Benefits

- Hands-on experience in a professional government setting
- Networking opportunities with city officials and professionals

Hiring organization

City Of Waco Internship

Employment Type

Intern

Duration of employment

6 Months

Industry

Government Administration

Job Location

Waco, TX, United States, 76701,,
Waco,, TX,, United States,

Working Hours

8

Base Salary

10

Date posted

February 5, 2025

Valid through

10.02.2026

- Flexible work schedules to accommodate academic commitments
- Potential for future employment opportunities with the City of Waco
- College credit may be available (subject to school approval).

How To Apply

Interested candidates should submit an online application through the official **City of Waco** website. The application must include:

- A current resume.
- A cover letter outlining career goals and interest in the internship.
- Two professional or academic references.

[Job Vacancies Portal Here:](#)