

Councilman Ron Nirenberg, District 8

Intern Job Description

Job Title: Constituent Services / Outreach Assistant

Location: District Office
9830 Colonnade, Ste. 165
San Antonio, Texas 78230

Stipend: Unpaid Internship

Date of Positions: Flexible

Time Commitment: 8 week minimum

Summary of Position:

Constituent Services / Outreach Assistant will provide direct support in fulfilling its mission to improve the quality of life for the citizens of District 8. The position includes assisting in the day-to-day operations of the district office, primarily through constituent services. Must be proficient in Excel and Word.

Supervisor: Director of Constituent Services

Organization: City Council District 8

Duties:

- Assist with constituent case work, including intake services and documentation management
- Monitor and produce correspondences outlining service delivery
- Prepare outreach materials to be displayed at neighborhood meetings, health fairs, community centers, and public speaking engagements
- Perform other duties as assigned

Benefits:

- Networking opportunities with area elected officials, governmental entities, and private businesses
- Opportunities to contribute to the enhancement of services provided by the City of San Antonio
- Opportunity to learn and contribute to the improvement of community relationships and communications by attending neighborhood meetings, media events and providing ideas for newsletter and/or website
- College credit, if appropriate
- Letters of recommendation provided upon successful completion of internship

Qualifications:

- Be current undergraduate or graduate student with at least two semesters of college education.
- Computer experience (Excel, Word)
- Must enjoy working as a team member with a strong desire to learn
- Good written and verbal skills
- Must have own transportation

Email or fax cover letter and resume to eloy.laque@sanantonio.gov or (210) 207-0940