

Office of District 8 Councilman Manny Pelaez

Internship Description

Position: Intern

Locations: City Hall | Constituent Services Field Office

Application Deadline: August 31

Start Date: September 5

Responsibilities

- Attend Committee and Council Meetings
- Research, analyze, and draft policy recommendations related to city policy
- Provide summary notes of meetings
- Brief councilmember and staff on policy recommendations when necessary
- Answer phones and input data
- Attend Constituent Meetings

Knowledge, Skills, and Abilities Gained for Success

- Ability to triage (prioritize) issues and multitask
- Work in a high-pressure professional setting and collaborate on various issues

Qualifications Required

- Background/major in Political Science, Urban Studies, International Relations, or other related discipline
- Organized, self-starter and critical-thinker with an ability to prioritize time-sensitive assignments
- Positive attitude and willingness to accept assignments

To Apply

Email a resume and cover letter to laura.garza@sanantonio.gov

For questions call (210) 207-0940