



OFFICE OF THE CITY COUNCIL/MAYOR INTERN

Job title	<i>Intern</i>
Salary Range	<i>Unpaid</i>
Reports to	<i>City Councilmember, Cris Medina</i>

“This is an internship being offered by City Council Member Cris Medina. Interns are not City Employees, but are volunteers in the office of the Mayor or individual Councilmember. Interns answer only to the Mayor or Councilmember by whom they are directed, and represent only the respective Mayor or Councilmember’s point of view in serving constituents.”

Job Purpose:

Under general direction from the district office staff, will gain professional experience executing a variety of essential duties. An ability and eagerness to cross train in multiple areas will be necessary. Intern will work directly with staff while gaining experience in all areas of local government office work including communications, social media, policy, community outreach, and logistics/organizational operations.

Duties and Responsibilities:

- Serves in an assistant capacity to professional staff for all district office tasks.
- Assists with creating engaging social media content.
- Compiles daily press clips.
- Drafts various pieces of communication content (i.e. website content, deliverables etc.)
- Graphic design generation.
- Assists in facilitating meetings and events for the District.
- May attend meetings with City Council, City staff, neighborhood associations, other community groups or individuals and organizations as required. To include some evening and weekend work.
- Compiles and organizes event information for staff.
- Follows-up with constituent casework.
- Staffing of field office and communicating with constituents.
- Performs related duties and fulfills assigned responsibilities as required.

Preferred Qualifications:

Preferred Qualifications include:

- Bachelor’s Degree from an accredited college or university with major coursework in Political Science, Public Administration, Business Administration or related field.
- Two (2) years of increasingly responsible administrative, customer service, problem solving.
- Bilingual in Spanish (preferred)



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Knowledge, Skills & Abilities:

- Political knowledge or experience at local, state, and/or federal level.
- Ability to work effectively in a team effort.
- Energy, enthusiasm, and a strong desire to learn.
- Ability to work independently on discrete projects.
- Strong attention to detail.
- Excellent research, writing, and phone/email communication skills.
- Ability to learn city services, programs, codes and ordinances.
- Ability to learn and apply policies and procedures utilized in handling complaints.
- Skill in utilizing a personal computer.
- Ability to exercise quick judgment, diplomacy, and follow through.
- Ability to communicate clearly and effectively, both verbally and in writing.
- Ability to respond to inquiries, complaints and requests for services in a fair and tactful manner.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.
- Ability to develop clear and concise reports.
- Ability to perform all the physical requirements of the job.
- Ability to represent the office in a professional manner.

Work Location/Hours:

Field Office – Council District 7

4414 Centerview Dr. Ste. 160
San Antonio, TX

City Hall – 4th Floor (City Council Office)

100 Military Plaza
San Antonio, TX 78205

Work Hours:

A commitment of 5- 20 hrs./week is required
*Some possible evenings and weekends

Application Instructions:

Interested individuals should email a letter of interest and resume to:

Sophia Erian

Communications Director

Email: Sophia.Erian@sanantonio.gov