



# SUMMER INTERNS

## Job Description

The City of Boston Summer Internship Program offers a unique opportunity for motivated, service-minded individuals to:

- Gain firsthand experience in policy development, program management, community engagement, and administrative processes;
- Interact and work closely with city officials, departmental staff, and community members;
- Enhance your professional skills and explore various career paths within municipal government; and
- Make a difference in the communities where we work, live, and play.

## RESPONSIBILITIES

Here are just a few of the ways Summer Interns contribute to our City of Boston teams:

- Creating presentations and reports;
- Designing content for social and digital media channels;
- Compiling research and analyzing data;
- Providing direct assistance to constituents in need;
- Supporting and participating in special events and community meetings;
- Designing marketing and promotional materials for print and digital use; and
- Supporting the department's administrative functions.



## QUALIFICATIONS

- Currently enrolled in an undergraduate or graduate program, or 2-4 years post secondary school work experience;
- Strong written and verbal communication skills;
- Ability to collaborate with individuals of all backgrounds, cultures, and perspectives;
- Ability to manage time effectively, prioritize tasks, and meet deadlines;
- A demonstrated interest in serving the community and a willingness to learn and take initiative; and
- **Boston Residency is required.** If you are selected for the summer internship program, you will be required to provide proof of residency within the City limits by **June 1, 2024.**



**APPLY ONLINE  
BY MARCH 22**

*[boston.gov/internships](https://boston.gov/internships)*