

Job Title: Mayor's Office Intern

Minimum Qualifications: Applicants must be currently enrolled in a college or university and have completed a minimum of 60 semester credits at the time of application.

Recruitment Notes:



Application period: July 1st – July 31st, 2024

Pay Rate: \$15.00/hour

Position Classification: Temporary/ Part-Time

Internship Term: September 3rd - December 13th, 2024

Opportunities: (1) Paid Undergraduate; (2) Paid Graduate

The Mayor's Office intern will observe, learn, and work directly with senior staff in Mayor Daniella Levine Cava's Office by performing a variety of duties and working on projects. The intern will have the opportunity to research, hone writing skills, strengthen communication skills, and improve networking. This is a great internship for students in law, government, political science, and public affairs/administration who are passionate about making a difference in the lives of Miami-Dade County residents. Students must be able to work in a fast-paced environment with deadlines and be available to work in-person for 20-30 hours a week.

Students must:

- Be currently enrolled in an undergraduate or graduate program in an accredited College or University at the time of application, and have the educational institution submit an **official transcript** to the County prior to the interview date.
- Submit a **resume**.
- Be available to conduct an interview with the Selection Committee.
- Be available to work up to 20-30 hours a week.
- Submit to a criminal history background check.

*****Official transcripts** and **resumes** must be submitted to Internships@miamidade.gov ***

[APPLY HERE](#)