



# City of Phoenix

## Office of Mayor Kate Gallego

### Fall 2023 Internship

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#### **QUALIFICATIONS**

Ideal candidates will be an undergraduate student studying public policy, urban planning, communication, political science, business, sustainability, etc. Both University and Community College students are welcome to apply. This internship will be based in the Mayor's Office at Phoenix City Hall.

#### **SPECIFIC JOB DUTIES**

The Phoenix Mayor's Office will hire three unique interns, each with varying job responsibilities and expectations.

Constituent Services Intern: The Constituent Services Intern is responsible for managing day-to-day constituent correspondence (i.e. emails, phone calls, and voicemails) and stakeholder engagement (i.e. meeting attendance and notetaking). Other office duties will be assigned by the internship coordinator as needed. Interns will also be expected to attend at least 3 community events throughout the course of their internship.

Communications Intern: The Communications Intern will learn about communication strategies, both as it pertains to traditional media and social media. The intern will work closely with the communications team to:

- Draft press releases and Mayoral talking points;
- Organize and maintain press lists and spreadsheets;
- Create social media content;
- Monitor media;
- Other responsibilities as determined by the Communication Team.

Interns will also be expected to attend at least 3 community events throughout the course of their internship.

Outreach Intern: The Outreach Intern is responsible for attending community events and meetings, staffing the Phoenix Mayor, and tabling with the Outreach Team. Weekend and weekday night availability is *highly* preferred.

#### **HOURS REQUIRED**

Constituent Services and Communication internships require 3 five-hour shifts or 2 eight-hour shifts. The office is open between Monday-Friday from 8:00 AM–5:00 PM.

Outreach Interns will fluctuate their hours on a per week basis. However, at least 2 in-office, four-hour shifts will be required. During these in-office shifts, the Outreach Intern may share similar responsibilities to the Constituent Services Intern.

## **TO APPLY**

Please send a one-page cover letter, current resume, and availability to [mckenna.hubbard@phoenix.gov](mailto:mckenna.hubbard@phoenix.gov) and [sophie.rodriguez-beaugrand@phoenix.gov](mailto:sophie.rodriguez-beaugrand@phoenix.gov). To be considered in the first review of applicants please apply before close of business on Friday, June 30th.

## **ABOUT MAYOR GALLEGO**

Mayor Kate Gallego is the second elected female Mayor in Phoenix history and the youngest big city Mayor in the United States. She graduated from Harvard University and earned an MBA from the Wharton School of Business at the University of Pennsylvania. Before being elected to Phoenix City Council, Mayor Gallego worked on Economic Development for local utility company, Salt River Project.

Mayor Gallego has focused on three key policy areas during her time in office: diversifying the economy, strengthening infrastructure investment, and working to make Phoenix a leader in sustainability. Her record of proven results includes leading the campaign to pass Phoenix's citywide transportation plan through 2050, which was the largest local government commitment to transportation infrastructure in the country when it passed in 2015. She has led efforts on criminal justice reform, sustainability, homelessness and housing affordability, and ensuring equal pay for equal work. Mayor Gallego is passionate about building a Phoenix that works for everyone and increasing the quality of life for all Phoenicians.

Phoenix is the fifth largest city in the United States and is currently the fastest growing city in the country. Visit [phoenix.gov/mayor](http://phoenix.gov/mayor) for more.

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