Mayor's Select Internship Program

Internship Program Overview

The Mayor's Select Internship Program provides a unique opportunity for our best and brightest students. This program will cover a variety of tasks performed by local government including, but not limited to, policy research and development, press communications, constituent services, and administrative tasks.

The Mayor's Select Internship Program encompasses three major components:

Department Rotations: Each 16-week program will find interns placed in specific departments in three five-week rotations with one open week dedicated to the service project. All interns will have one rotation in the Mayor's Office (communications, government affairs, constituent service), plus two additional City departments. Interns will work on a range of projects and tasks including, but not limited to: conducting research, attending meetings, managing incoming inquiries, data analysis, drafting briefings, staffing events, outreach and special projects.

Government Engagement: Interns will have the opportunity to interact directly with City leaders at the highest levels through a weekly speaker series that will include presentations, facility tours and more.

Community Service: Interns will work as a group on the research, design, and implementation of a community service project that creates lasting impact to address community needs.

Our internship program runs in two semesters (fall and spring) and is limited to 5 participants.

Applicants

Prospective interns shall be undergraduate students with a minimum GPA of 3.0.

Ideal candidates must communicate well, display a record of academic achievement, demonstrate a commitment to public service, and be able to work in a fast-paced environment. Candidates shall also maintain a high standard of ethics and integrity. Interns must have at least 10 hours per week available.

Prospective interns will be required to complete an application as well as an in-person or online interview.

Interns will be given access to a City of Albuquerque Virtual Private Network (VPN) and must have the ability to work remotely if needed.

Compensation/Credit:

Internships are unpaid, however, participating students will be eligible to earn college credit.

Send all required documents via email to Doug Small at dsmall@cabq.gov and Helen Maestas at hmaestas@cabq.gov by the due date with the subject line: Mayor's Select Internship Applicant: YOUR FIRST AND LAST NAME.

Section I: Applicant Information

First Name_____ Middle Initial:_____ Last Name:_____

Street:_____ Apt:_____

City:_____ State:_____ Zip Code:_____

Major/Minor: _____ Class Yr: _____

Overall GPA:_____ Major GPA:_____

Please attach a resume and one letter of recommendation.

☐ Resume　　☐ One Letter of Recommendation

Section II: Interest and Motivation

In one 500 word or less document, please respond to each of the following questions:

1. Why are you interested in this postion?
2. What issue(s) do you believe are most critical to the City of Albuquerque right now and why?
3. How will this internship benefit you in reaching your long term goals?

Section III: City Department Preferences

List the top five City of Albuquerque Department Preferences for Rotations (not including Mayor's Office and City Council): Link to CABQ Department Listings Page

1._____　　2._____

3._____　　4._____ 5._____