Office of the City Manager · 555 Santa Clara Street · Vallejo · CA · 94590 · 707.648.4576

City of Vallejo Office of the City Manager Internship Program

The City of Vallejo provides eligible students and recent college graduates the opportunity to work in the Office of the City Manager. The program is designed to provide the knowledge, skills and tools that will assist interns in future professional endeavors as well as motivate the interns' interest in serving the public. Students are enabled to link theory with practice, gain real-world experience and develop specialized skills that cannot be taught in the classroom. The program also provides opportunities for City employees to serve as mentors.

This opportunity will allow students to learn first-hand about public service and the inner-workings of City Government. In addition to administrative duties, interns support office staff by addressing constituent concerns, working with staff to enhance the City's communications tools, and assisting staff on special projects. Examples of projects could include: City Reports, City's website and intranet edits, and research and development of City contracts and ordinances.

Student Eligibility

- Be currently enrolled in an accredited college or university, or recent graduate (all majors welcome, preference will be given to graduate students in Public Administration and Public Policy majors)
- Must have completed equivalent to Sophomore year and/or received an Associate's Degree
- Commit to the entire internship term (at least 12 weeks)
- Be eligible to work in the United States
- Possess a willingness to learn, positive attitude and self-motivation

Program Details

- Paid and unpaid internships available
- Internships may be eligible for college credit*
- Schedule can be flexible
- Some projects will allow for telecommuting / remote work
- Starting and ending dates will be based upon the needs of the department

*Speak with your college or university's academic advisor or career placement office to determine credit eligibility and requirements.

To Apply

Click here to complete a City of Vallejo application. Eligible applications will be forwarded to the Office of the City Manager for consideration, and interviews will be scheduled with selected applicants.

Please include cover letter, resume, college transcripts and any internship requirements required by the education institution, if applicable. **We are continuously accepting applications.**

If you are interested in the internship and have questions please contact Joanna Altman, Administrative Analyst II, jaltman@ci.vallejo.ca.us and (707) 648-4362.