



<https://www.internshipstoc.online/job/city-of-plano-summer-internship/>

## City Of Plano Summer Internship Official Program 2025 In US

### Description

The **City of Plano Summer Internship Program 2025** provides college and high school students with hands-on experience in local government operations. Interns will work alongside city officials and professionals to gain insights into public service, enhance their skills, and contribute to community projects.

### Responsibilities

Intern responsibilities may vary by department, but general duties include:

- Assisting with research, data analysis, and administrative tasks.
- Supporting city projects, community outreach, and public service initiatives.
- Attending meetings and collaborating with city staff on policy and operational matters.
- Shadowing professionals in various departments, such as Public Works, Parks and Recreation, IT, Finance, or Planning.
- Preparing reports and presentations on assigned tasks.

### Qualifications

- Currently enrolled in high school, college, or university.
- Interest in public administration, government, urban planning, finance, IT, environmental studies, or related fields.
- Must be legally authorized to work in the U.S.

### Experience

- No prior work experience required.
- Any volunteer work, school projects, or coursework related to government or administration is a plus.

### Skills

- Strong communication and teamwork abilities.
- Organizational and problem-solving skills.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint) preferred.
- Ability to work independently and adapt to a professional setting.

### Job Benefits

- Hands-on experience in government operations.
- Networking opportunities with city leaders and professionals.
- Stipend or hourly compensation (if applicable).
- Certificate of completion and potential college credit eligibility.
- Career development and mentorship opportunities.

### How To Apply

### Hiring organization

City Of Plano Internship

### Employment Type

Intern

### Duration of employment

6 Months

### Industry

Government Administration

### Job Location

Plano, TX, United States, 75025,,  
Plano,, TX,, United States,

### Working Hours

8

### Base Salary

10

### Date posted

March 17, 2026

### Valid through

19.02.2026

Interested candidates should:

1. Submit an online application at.
2. Upload a resume and cover letter explaining their interest in the program.
3. Provide any required supporting documents.
4. Complete an interview (if selected).

[Job Vacancies Portal Here:](#)