



Office of Councilmember Carlos Garcia Constituent Services Intern

Councilmember Carlos Garcia City of Phoenix District 8

200 W. Washington St. 11th Floor Phoenix, AZ 85003

Who we are: The District 8 Team serves a diverse constituency from South Mountain to Roosevelt Row and from 59th Avenue to the Phoenix/Tempe border. We are a dynamic team who are rooted in the idea of “Putting People First.”

What you’ll do:

- Participate in the internship from January to April for 15 hours a week.
- Participate in community events as a representative of the District 8 office.
- Conduct intake of constituent cases and public comments by speaking directly to constituents either in person or over the phone.
- Research and respond to constituents’ requests for information or action.
- Consistently and clearly explain the District 8 values and stances while understanding the city’s policies and, when necessary, carefully identify whether and how the Councilmember agrees or disagrees with a given policy.
- Input constituent cases into a computer database of citizen inquiries.

Who you are: We are seeking candidates who are looking to use their talents to build up community and would like to learn more about public service.

You’ll also need:

- The smarts to think on your feet in a fast-paced environment.
- Basic knowledge of government functions and public administration procedures.
- The highest level of integrity, confidentiality, and workplace ethics.
- Extensive knowledge of Microsoft Word, Excel, and Outlook.
- Strong verbal and written communication skills in English (Spanish bilingual preferred).
- Availability to intern 15-20 hours per week in person.
- Flexibility to attend community events on evenings and weekends

What else you should know:

- You will have to pass a background check. Start date is contingent on background check process.
- Pay is \$18 dollars an hour.
- We will give you a City of Phoenix badge and employee parking pass.
- College Credit is available.

To apply please submit your resume and a cover letter to mariana.pena@phoenix.gov with the subject line **Constituent Intern** by **Monday, December 5th, 2022**.