



**MAYOR REGINA ROMERO  
ACCEPTING APPLICATIONS FOR INTERNS  
APPLY NOW**

**MAYOR REGINA ROMERO**

**General Description**

Mayor Regina Romero has made history by becoming the first elected Latina Woman Mayor of the City Of Tucson. Her vision for Tucson is a safe, just and sustainable City that provides an economic opportunity for all Tucsonans.

Tucson has a richness of talent, natural beauty and heritage that makes us the unique place we call home. Only together can we continue to build out community to strengthen neighborhoods, aggressively combat climate change, support our students, improve our infrastructure and build a stronger and more resilient economy that benefits us all.

We are in search of talented individuals who are seeking local government experience through a semester long internship within Mayor Regina Romero's office. Our team prioritizes our community and strives to be a resource hub that provides information and education for all Tucsonans.

**Internship Description: Unpaid**

This internship is designed for students to learn more about the public policy process, the history of the City of Tucson. This is a hybrid internship designed with in-office and off-premise components. Interns will have the flexibility of coordinating their own schedule to accommodate school. Interns will be assisting staff with constituent requests, community inquiries and other tasks as assigned.

An ideal candidate must have strong oral and written communication skills, basic knowledge of Microsoft Office Programs (Word, Excel), know how to exercise organizational proficiency, critical thinking and problem solving, be willing to practice excellent constituent service and be a self-starter that displays productivity on assigned tasks. **Spanish bilingual preferred.**

**Internship duties include (but are not limited to):**

- Attending and participating in meetings (Mayor and Council, Neighborhood Associations, Special Meetings)
- Assisting with constituent requests, front office support such as answering office phones, making copies, assisting with calendar checks, conference room management and general upkeep of office
- Assisting staff in the coordination of a public event, researching and preparing written summaries on assigned topics and other duties as deemed necessary.
- Available to work minimum of 2 days/week or 10 hours a week up to 25 hours max.
- Interns will be expected to work independently and with staff on assigned tasks.
- Personal transportation is not mandatory (though preferred).
- Time flexibility is not required but recommended for a dynamic internship experience.
- Preference will be given to applicants that express a genuine interest in community development, the public policy process and/or express interest in a deeper understanding of the City of Tucson's past, present and future.
- Both undergraduate and graduates students are encouraged to apply.

**Internships Available:**

- Summer 2020: May-August
- Fall 2020: Aug-Dec
- Spring 2021: Jan-May
- Summer 2021: May-Aug

**Deadlines:**

To be determined on case by case basis, for credit at least 2 weeks before the enrollment term.

**To Apply:**

Please e-mail Resume and Cover letter to appropriate contact with 'Request for Internship' in the subject line. Cover letter must include why student is seeking an internship with Mayor Regina Romero's Office.

**Contact:**

**Genesis Cubillas**

**(520) 837-4031**

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