



## INTERNSHIP PROGRAM OPPORTUNITIES – SPRING 2026



### UNPAID INTERNSHIP OPPORTUNITIES

**Application Period:** December 1<sup>st</sup> – December 31<sup>st</sup>, 2025

**Position Classification:** Temporary/ Part-Time

**Internship Term:** February 2<sup>nd</sup> – May 8<sup>th</sup>, 2026 (13 weeks)

Students must:

- Be currently enrolled in an undergraduate or graduate program in an accredited College or University.
- Submit an **official transcript** directly from the educational institution to the County prior to the interview date.
- Submit a **resume**.
- Be available for an interview with the Selection Committee.
- Be available to work 20 hours a week.
- Complete a criminal history pre-employment background screening.

To apply for any of the posted opportunities, please forward a cover letter (specifying opportunities of interest) and a resume to our **Internships Inbox** ([Internships@miamidade.gov](mailto:Internships@miamidade.gov)), or by clicking the link below:

**[APPLY HERE](#)**

## MIAMI-DADE COUNTY INTERNSHIP PROGRAM UNPAID OPPORTUNITIES – FALL 2025

### **Animal Services Department**

#### *Clinical Division*

**Clinic Intern (2 opportunities):** As an intern at Miami-Dade Animal Services (MDAS), you will engage in a variety of tasks that reflect the operations of one of the largest municipal shelters in the country. Your responsibilities will include assisting with animal care, supporting veterinary procedures, and participating in adoption and intake processes. You will gain hands-on experience in monitoring animal health and working alongside veterinary technicians, while also contributing to community outreach initiatives. The ideal applicant should possess a passion for animal welfare, strong attention to detail, and the ability to work collaboratively in a fast-paced environment. We seek individuals who are eager to learn and can demonstrate compassion and commitment to both the animals and the community.

#### *Communications Division*

**Communications and Marketing (1 opportunity):** We are seeking a creative and motivated Communications and Marketing Intern to support the outreach efforts of our animal shelter. The intern will assist with developing engaging social media content, creating informative marketing materials, and supporting public relations initiatives that promote our mission of animal welfare. Key responsibilities include conducting outreach to potential adopters, monitoring and reporting on social media engagement, and assisting with the planning and execution of fundraising and community events. The ideal candidate will have strong written and verbal communication skills, a passion for animals, and a solid understanding of digital marketing and social media trends.

#### *Human Resources Division*

**Human Resources (1 opportunity):** We are seeking an enthusiastic and detail-oriented unpaid intern to join our Human Resources team. In this role, the intern will assist with various HR functions, including recruitment, employee onboarding, and maintaining employee records. Responsibilities will also include conducting research on HR best practices, supporting event planning for team-building activities, and helping to enhance our employee engagement initiatives. The ideal candidate will possess strong communication skills, a proactive attitude, and an eagerness to learn about the HR field.

### **Cultural Affairs Department**

#### *Marshall L. Davis Sr., African Heritage Cultural Arts Center*

**Content Creator (2 opportunities):** The Content Creator Intern plays a key role in producing engaging content for the ML Davis African Heritage Cultural Arts Center across various platforms. Responsibilities include developing blog articles, social media posts, videos, and podcasts, while collaborating with team members to generate creative ideas and content. The intern will conduct research, ensure high-quality content through editing, and contribute to the marketing campaign for our Arts Academies and anchored events. Strong writing, communication, and organizational skills are essential, as well as proficiency in digital content creation tools. A passion for the arts and community engagement is also necessary for this role.

## MIAMI-DADE COUNTY INTERNSHIP PROGRAM UNPAID OPPORTUNITIES – FALL 2025

### **Office of the Mayor**

#### *Equity and Engagement*

**Mayor's Office Interns (2 opportunities):** Interns in the Office of the Mayor provide general support to teams that assist Miami-Dade County residents and coordinate with various government departments. Core responsibilities include helping document resident inquiries, directing requests to the appropriate departments, and assisting with basic follow-up tasks.

Interns may also observe staff as they work with elected officials, municipalities, and partner agencies, offering a valuable introduction to government operations and constituent services. Additional activities may include simple data entry, assisting with community outreach efforts, and helping prepare routine summaries or materials as needed.

This opportunity is ideal for students who are organized, detail-oriented, and interested in public service. Candidates should have strong communication skills, a willingness to learn, and a positive, professional attitude.

### **Water and Sewer Department**

#### *Wastewater Collection and Transmission Line Division*

**Administrative Clerk (1 opportunity):** This position provides administrative and financial support to the department. Responsibilities include organizing and maintaining financial records—such as invoices, payments, permits, and job orders—and assisting with data entry by accurately entering financial transactions into accounting software. The role also involves reviewing documents for completeness and accuracy prior to submission or filing.

Ideal candidates will have academic or practical experience in Accounting or Finance. Additional duties include assisting with the preparation of basic financial reports or summaries, supporting staff with document scanning, copying, and other general administrative tasks, and gaining hands-on exposure to fundamental accounting principles and departmental procedures.

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