



Program: Mayor's Office Summer Internship

Job Title: Mayor's Office Intern

Minimum Qualifications: Must be at least 18 years old, should be a US citizen and a resident of Miami Dade County.



Application period: April 13 – May 8, 2026

Position Classification: Temporary/ Part-Time

Internship Term: June 1 - August 7, 2026 (10 weeks)

Paid Opportunities: (4) Undergraduate; (2) Graduate
\$2,000.00 Undergraduate stipend; \$4,000.00 Graduate stipend

The Mayor's Office, in partnership with CareerSource South Florida, will host college interns for Summer 2026, offering a dynamic opportunity to develop research, writing, communication, and networking skills. Interns will support teams that serve as liaisons between Miami-Dade County residents, government departments, and external agencies by assisting with intake and documentation of resident concerns, routing cases, and conducting follow-ups to ensure timely resolution. They will also have the opportunity to shadow experienced staff, observe engagement with elected officials and intergovernmental partners, and contribute to data analysis, community outreach, and report preparation.

This role requires strong communication skills, attention to detail, and a commitment to public service. Ideal candidates are proactive, organized, and empathetic, with an interest in government operations and intergovernmental relations. This internship is particularly suited for students studying government, law, political science, or public administration who can thrive in a fast-paced, deadline-driven environment and are available to work in person 20–30 hours per week. Additional documentation, including income verification, may be required to complete the eligibility process.

Students applying must:

- Be currently enrolled in an undergraduate or graduate program in an accredited college or university
- Submit a resume
- Submit an official transcript
- Interview with the selection committee
- Work 25-30 hours a week, for a total of 10 weeks
- Submit to a criminal history background check.

To apply, submit a **resume, cover letter** and **official transcript** to Akilah.MartinPasse@miamidade.gov.

Please use the subject line: **"Mayor's Office Summer Internship - First and Last Name"** for your submission email.