Phoenix Vice Mayor Betty Guardado – Council District 5
Spring 2020 – Constituent & Community Services Internship Opportunities

Responsibilities:
- Acts as constituent liaison for the Mayor and City Council Office and the City organization;
- Receives complaints and inquiries from the public and provides requested information or referral to appropriate office or agency;
- Maintains a computer database of citizen inquiries and conducts follow-up;
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity;
- Engages in person by canvassing and online via social media to constituent community at outreach events

Intern Requirements:
- Strong organizational and time management skills
- Ability to utilize the utmost tact when dealing with sensitive policy issues.
- Knowledge of organization, government functions, public administration procedures, and personal familiarity with Phoenix council district 5.
- Strong attention to detail skills and exceptional work ethic.
- Working knowledge of Microsoft Word, Excel and Outlook, & mainstream social media.
- Proficient verbal and written communication skills; preferred bilingual (Spanish).
- Willingness to take minimal direction and initiative on assigned projects.
- Available to work weekly 15 minimum office hours on Wednesday, Thursday, and Friday
- Flexibility to attend community events on evenings and weekends.
- Pass background check and drug test.

Benefits and Perks:
- Ability to obtain college academic credit for city council internship.
- Official city of Phoenix badge and access.
- Up to $500 monthly stipend for interns ages 18+.
- Employee parking pass or Valley Metro card.
- Direct in-person access to Phoenix City Council elected officials, offices, and resources.
- Job training and mentorship for future opportunities.

Apply TODAY for semester (Fall, Spring, Summer) internships:
- Call 602-534-9721 or email your resume to Emmanuel.Gallardo-Sanidad@phoenix.gov.
- Visit www.phoenix.gov/district5 and follow us on social media for more information: Facebook: /GuardadoPHXD5 Instagram: GuardadoPHXD5 Twitter: @PHXDistrict5