



District H – Horizons Internship Program

Program and Application Instructions

Version Date: 5/29/2024

Position Title: District H Horizons Intern

Location: Houston City Hall, Houston, TX

Duration: Beginning August 2024 (Six Months)

Compensation: Paid Internship - \$17/hr for 20 hours a week

Application Deadline: June 30th

How to Apply: *Full instructions on how to apply are provided below. Only those who meet the application requirements will be considered.*

Program Overview:

The District H Horizons Internship Program, led by City Council Member Mario Castillo, is an opportunity designed to cultivate the next generation of public leaders. This six-month-long, paid internship offers hands-on experience in local government and community service organizations, focusing on empowering students from diverse backgrounds, especially those with experience in the LGBTQ+ and minority communities.

Key Responsibilities:

Interns will work in the following focus areas -

Communications:

- Develop and implement strategic communications plans.
- Draft press releases, statements, and talking points.
- Monitor news outlets and social media for engagement opportunities.
- Track and catalog press coverage related to District H.

Government Affairs and Administration:

- Contribute to policy and agenda initiatives.
- Track critical issues at City Hall and within the community.
- Monitor City Council meetings and support scheduling and meeting facilitation.

Digital Marketing:

- Draft and schedule content for various social media platforms.
- Research and analyze social impact topics.
- Assist in the development and execution of long-term social media campaigns.
- Edit and produce blog posts, and measure analytics.

Qualifications:

- U.S. citizen, legal permanent resident, or authorized to work in the U.S.
- At least 18 years of age.
- Active participation in public and/or community service activities.
- Strong interest in public service, LGBTQ+ issues, and minority community advocacy.
- Excellent communication, organizational, and analytical skills.
- Ability to work independently and as part of a team in a fast-paced environment.
- Live, work, or study in District H.



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Interested candidates should compile the following materials into a single PDF document and send it to ***districth@houstontx.gov***:

Professional one-page resume

Statement of interest

Answers to the following questions (not to exceed 200 words each):

- Describe a time when you actively contributed to promoting inclusion and representation within a community or organization. How did your actions impact the individuals involved and the broader community?
- What motivates you to pursue this internship, and how do you envision leveraging your experiences to make a meaningful impact in this field?
- Discuss a specific policy or initiative that you believe has significantly advanced the rights or well-being of LGBTQ+ individuals or minority communities. How would you advocate for similar policies in your role as an intern with the District H Horizons Internship Program?
- This program requires that you live, work, or study in District H. What is your favorite thing about District H?

*For more information about the District H Horizons Internship Program, please contact ***districth@houstontx.gov***.*

Program Timeline:

June 1: Program launch and application opening.

June 30: Application deadline.

July 1: Interviews begin.

August 1: Announcement of selected interns.

Equal Opportunity Employer:

The District H Horizons Internship Program encourages applications from individuals of all genders, orientations, abilities, races, and political affiliations. Women, people of color, members of the LGTQIA+ community, individuals with disabilities, and individuals from low-income backgrounds are strongly encouraged to apply.

Join us in making a difference in our community through public service! Apply today to be part of the District H Horizons Internship Program and help shape the future of District H.