

CITY OF GILROY IS HIRING

COMMUNITY DEVELOPMENT COLLEGE SUMMER INTERNSHIP

Community Development Department

32 hours per week Seasonal Position (11 weeks)

\$16.90 - \$18.84 per hour – Bachelor's Intern

\$19.56 – \$21.74 per hour – Master's Intern

The City of Gilroy is an equal opportunity employer and supports workforce diversity, equity, inclusion, and belonging. Join our team!

ABOUT THE POSITION

The City of Gilroy is recruiting for a driven and enthusiastic undergraduate or graduate-level Community Development College Summer Intern for the summer of 2026! This is more than just an internship – it's an opportunity to step inside the world of local government and make a real impact in a thriving community. As a valued member of the Community Development Department (CDD), you'll gain hands-on experience in local government operations and exposure to multiple CDD divisions including Planning, Building, Fire Prevention, Code Enforcement, and Housing and Community Services. If you're ready to build practical skills, expand your professional network, and contribute to projects that directly serve the community, this internship offers an unmatched opportunity to learn, grow, and make a difference.

ABOUT THE TEAM

The Community Development Department is a vital part of the City of Gilroy, dedicated to shaping a vibrant, sustainable, and thriving community. Our team is close-knit, collaborative, and deeply committed to serving Gilroy residents, businesses, and neighborhoods. We value innovation, teamwork, and forward-thinking solutions. We actively collaborate, exchange ideas, and continuously look for strategic ways to improve processes, programs, and community engagement. You will work in a dynamic, multifaceted environment where no two days are the same—one that challenges you to think critically, contribute meaningfully, and grow professionally. This is a unique opportunity to support impactful community development initiatives while gaining valuable, career-launching experience in local government.

WORK SCHEDULE

The Internship is for 11 weeks and can start as early as May 26, 2026, and end as late as September 30, 2026. This paid internship is offered at 32 hours per week. The official start and end date of the internship will be determined at the time of hire. Work hours are generally Monday – Thursday between 8:00am – 5:00pm.



APPLICATION DEADLINE

April 10, 2026

ORAL INTERVIEWS

May 6, 2026

The examination process/schedule above may be changed as needed by the City.

Candidates will receive communication by email regarding the recruitment process which includes, but is not limited to, application status, test dates and interview scheduling.

Applicants are responsible for notifying Human Resources of any changes to an e-mail address and/or other contact information.

SUBMIT A COMPLETE ONLINE APPLICATION WITH THE FOLLOWING ITEMS:

- Responses to supplemental questions are required
- A Resume is required
- A Cover Letter explaining interest in this position with City of Gilroy is required
- College Transcripts (unofficial) are required

Applications that do not include all required items are incomplete and will not be considered.

Apply at

www.CityOfGilroy.org/jobs



WHAT YOU'LL DO:

- Assist Planning with Greenhouse Gas Reduction/Climate Action Plan, including research and community outreach
- Capture project photos for department's year-end video
- Create a housing portfolio of Below Market Rate (BMR) properties for office use
- Support the Building Division by developing permit examples for website
- Assist Fire Prevention with entering firework code cases and processing booth permits
- Research and collect data for Public Records Act (PRA) requests

POTENTIAL PROJECTS:

- Grant Funding Research for Housing and Community Services Division
- Greenhouse Gas Reduction/Climate Action Plan for Planning Division
- Website Improvements for all divisions

THE IDEAL CANDIDATE WILL:

- Demonstrate a genuine interest in Community Development municipal operations.
- Have a willingness to learn, be coachable, and have a teamwork approach.
- Possess excellent written and verbal communications skills.
- Be a great team player and collaborate effectively and professionally.
- Provide top-of-the-line customer service.
- Hold attention to detail and accuracy in high regard.
- Have good computer skills with working knowledge in Microsoft Office including Word, Excel, and Outlook. Google Workspace is a plus!
- Exercise discretion and maintain confidentiality and handle sensitive information.
- Be a Junior, Senior, or Graduate student and possess a GPA of 3.0 or higher.

QUALIFICATIONS

- College majors in Public Administration, Urban Planning, or any related area of study may apply for this internship and should be one of the following:
 - A current college student in a Bachelor's program.
 - A college graduate who obtained a Bachelor's or Master's degree within the last year
 - A current college student entering, or currently enrolled in a Master's program.
- Must pass a background check, including a Department of Justice criminal record check for employment.
- Prefer non-tobacco user.
- Bilingual English/Spanish desired, but not required.



CITY APPLICATION FORM

Candidates must complete the NEOGOV City of Gilroy application form for this position and submit online. Please prepare attachments prior to completion of NEOGOV application as incomplete applications will not be accepted.

Only complete application packets will be reviewed. Only the most qualified applicants with the most relevant experience and education will be invited to continue in the selection process. In addition, final candidates for the position are required to pass an employment background check, State of California Department of Justice criminal records check, medical evaluation, and drug screen, (to include testing for psychoactive marijuana given at the City's expense prior to appointment. If special accommodations are necessary at any stage of the selection process, please contact the Human Resources Department right away (408) 846-0228.

IMPORTANT INFORMATION

Prior to appointment and given City's expense, final candidates are required to pass an employment background check, State of California Department of Justice criminal records check, and applicable medical evaluation and drug screen (to include testing for psychoactive marijuana metabolites).

If any special accommodations are necessary at any stage of the selection process, please contact Human Resources.

APPLICATION PROCESS

If you are interested in pursuing this exciting career opportunity, please attach and submit the following items with your electronic NEOGOV application:

- Completed applications with responses to supplemental questions (required)
- Cover letter that explains your specific interest in this position with the City of Gilroy (required)
- Detailed resume focusing on relevant work experience and education (required)
- College Transcripts (unofficial) (required)

City Application Form – Candidates must complete the NEOGOV City of Gilroy application form for this position and submit online. Please prepare attachments prior to completion of the NEOGOV application as incomplete applications will not be accepted.

Apply Online:

Go to www.CityOfGilroy.org/jobs. You can apply online by clicking on the job title you are interested in and clicking on the "Apply" link. After viewing the Job Description, click the 'Apply' tab. If this is the first time you are applying using our online job application, you will need to create an account and select a Username and Password. After your account has been established, you can import your resume from LinkedIn, upload it from a saved document on your computer, or manually enter your personal information. This application will be saved and used to apply for future job openings.

Only complete application packets will be reviewed. Only the most qualified applicants with the most relevant experience and education will be invited to continue in the selection process. In addition, final candidates for the position are required to pass a background check, State of California Department of Justice criminal records check, medical evaluation, and drug screen (includes testing for psycho-active marijuana metabolites), given at the City's expense, prior to appointment. If special accommodations are necessary at any stage of the selection process, please contact the Human Resources Department right away at 408-846-0228.

Attention: Communication regarding your status in this recruitment process will be conducted via e-mail. Be sure to include an e-mail address on the employment application. Applicants are responsible for notifying Human Resources of any changes to an e-mail address and/or other contact information.

THE CITY OF GILROY IS AN EQUAL OPPORTUNITY EMPLOYER AND SUPPORTS WORKFORCE DIVERSITY.

