

CITY OF GILROY IS HIRING

ECONOMIC DEVELOPMENT COLLEGE SUMMER INTERNSHIP

Economic Development Department

15 - 25 hours per week

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

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 graduate degree level Economic Development College Summer Intern for the summer of 2026. If you're a mission-driven graduate student or recent Masters graduate and are ready to apply advanced economic analysis to real-world community impact, then this opportunity is for you. This internship offers a rigorous, project-based experience designed specifically for Master's-level candidates who want to contribute meaningfully to local and regional economic growth. This is not a passive observational role — you will be embedded in active initiatives, supporting strategic projects that influence business development, community vitality, and long-term economic resilience.

Over the course of the summer internship, you will support high impact economic development projects that require analytical depth, strategic thinking, and strong communication skills. This opportunity is ideal for graduate students or recent graduates in Economics, Public Policy, Urban Planning, Public Administration, Business or related fields of study who are eager to translate academic training into measurable community outcomes. By the end of this internship, you will walk away with practical, resume-enhancing experience that bridges graduate-level academics and professional economic development practice positioning you competitively for careers in economic development, public policy, municipal government, consulting, or community development!

ABOUT THE TEAM

The Economic Development team is a small, but mighty group that consists of a Director and Manager dedicated to strengthening and diversifying the local economy in Gilroy. The team focuses on business attraction, retention, expansion, and strategic partnerships that enhance the city's economic vitality. Working closely with internal departments, community stakeholders, and regional partners, the team plays a central role in shaping initiatives that support sustainable growth. As an intern, you will work directly alongside leadership, gaining insight into how economic development strategy is crafted and executed at the municipal level.

WORK SCHEDULE

Internships can start as early as May 26, 2026, and end as late as September 30, 2026. This paid internship is offered at 15 - 25 hours per week with flexible scheduling. The office start and end date of the internship will be determined at the time of hire. Work hours are generally Monday – Friday between 8:00am – 5:00pm.



APPLICATION DEADLINE

April 10, 2026

ORAL INTERVIEWS

April 30, 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 WILL DO:

- Conduct economic, demographic, and market data analysis
- Research industry trends, business climate conditions, and development opportunities
- Support business program development and evaluation
- Lease tracking and economic data management
- Support community engagement and outreach initiatives
- Project coordination and administrative support
- Assist with special strategic initiatives as assigned

WHAT YOU WILL LEARN & GAIN:

- Direct experience interpreting and applying economic and demographic data to inform business attraction and retention strategies
- Insight into how public-facing business programs are developed, implemented, and evaluated
- Exposure to cross-departmental and community collaboration
- Project coordination and management experience within a city government environment

THE IDEAL CANDIDATE WILL:

- Demonstrate strong analytical and research skills
- Have the ability to interpret information into clear, actionable insights
- Have strong organizational and time-management skills
- Demonstrate intellectual curiosity about economic development strategy and municipal operations
- Have good computer skills with working knowledge in Microsoft Office including Word, Excel, and Outlook.
- Possess professional maturity, accountability, take direction and be self-directed
- Be adaptable in managing multiple projects simultaneously
- Demonstrate interest in community-focused economic growth initiatives
- Have excellent customer service and interpersonal skills

QUALIFICATIONS

- College majors in Economics, Public Administration, Public Policy, Business Administration or a related area of study may apply for this internship and should be one of the following:
 - A current college student entering, or currently enrolled in a Master's program.
 - A college graduate who obtained a Master's degree within the last year
- 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.

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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 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 (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.

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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.

