



**District H – Horizons Internship Program**  
Program and Application Instructions  
Cohort 3 - 2025

**Position Title:** District H Horizons Intern

**Location:** Houston City Hall, Houston, TX

**Duration:** Beginning July 1, 2025 (Six Months)

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

**Application Deadline:** June 1, 2025

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

**Application Checklist:**

- ☐ One-page resume
- ☐ Statement of interest
- ☐ Responses to three questions
- ☐ PDF format
- ☐ Sent to russell.etherton@houstontx.gov by June 1, 2025

Only complete applications submitted in one PDF 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 -

**Constituent Services:**

- Respond to and track constituent concerns, inquiries, and requests for service.
- Assist staff in researching local issues and drafting follow-up communications.
- Support the development of resources and referral tools to connect residents with city services.

**Community Engagement and Events Support:**

- Assist in planning, organizing, & executing community events and outreach initiatives in District H.
- Support coordination with local organizations, community leaders, and other stakeholders.
- Facilitate event logistics, including setup, registration, and on-site assistance.
- Gather and report on feedback from event participants to help improve future initiatives.

**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.



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**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.
- Ability to work independently and as part of a team in a fast-paced environment.
- Live, work, or study in District H.

**How to Apply:**

Interested candidates should compile the following materials into a single PDF document and send it to ***[russell.etherton@houstontx.gov](mailto:russell.etherton@houstontx.gov)***:

Professional one-page resume

Statement of interest which speaks to your interests in this program and identifies what live, work, or study criteria you meet.

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?
- 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 ***[russell.etherton@houstontx.gov](mailto:russell.etherton@houstontx.gov)****

**Program Timeline:**

May 1<sup>st</sup>: Program launch and application opening.

May 26<sup>th</sup>: Application deadline.

June 2<sup>nd</sup>: Interviews begin.

June 16<sup>th</sup>: Announcement of selected interns.

July 1: Internships begin

**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 LGBTQIA+ 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.