Supervisor
James R. Walkinshaw
Braddock District
Fairfax County, Virginia

Fairfax Board of Supervisors Summer 2023 Paid Internship

Braddock District Supervisor James Walkinshaw is seeking a College Intern for Summer 2023 to aid the Braddock District office. Rising college freshmen through Class of 2023 college graduates are encouraged to apply.

Duties may include:

- Working with staff to coordinate District events and public meetings (Braddock Nights concert series, town halls, etc.)
- Addressing various constituent inquiries and assisting with casework
- Conducting research for projects as needed for Supervisor and staff
- Tracking information for relevant Braddock District contacts (HOAs, community groups, etc.)
- Assisting Communications Aide with social media and publications (including drafting social media posts, creating graphics, assisting with weekly and monthly newsletters)
- Accompanying staff on site visits, constituent meetings, and events
- Additional duties as assigned by Supervisor, Chief of Staff and Office staff

The applicant should have enthusiasm for public service at the local government level and the ability to work independently and proactively. Effective communication skills are necessary for interaction with staff and constituents.

Preferred Skills

Competitive candidates will possess:

- Connection to Braddock (current resident or grew up in district)
- Familiarity with local government
- Technical skills in Microsoft Word/Excel, Canva, and database programs
- Foreign language ability

Schedule & Compensation

The term will run from mid-May through mid-August. Reasonable adjustments to start and end dates are negotiable.

The intern will be expected to work a minimum of 30 hours per week, with weekly schedules negotiable. Braddock Office operating hours are 9:00 a.m. to 5:00 p.m., Monday-Friday with occasional after hours/weekend availability as needed. District office is located at 9002 Burke Lake Road, Burke, VA. Office is accessible by Fairfax Connector; car is not necessary for internship eligibility.

Intern will be compensated at $16.22/hr. If you are completing internship for college credits, let us know in your application.

Apply

If interested in applying, send your resume, including two references and summer availability, to braddock@fairfaxcounty.gov no later than 11:59 p.m. on April 7, 2023. Please put "[Last name] Internship" in the subject line. Virtual interviews will be scheduled on a rolling basis.

Fairfax County Government prohibits discrimination on the basis of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, disability, sexual orientation, gender identity, genetics, political affiliation, or military status in the recruitment, selection, and hiring of its workforce.

Reasonable accommodations are available to persons with disabilities during application and/or interview processes per the Americans with Disabilities Act. Contact 703-324-4900 for assistance. TTY 703-222-7314. DHREmployment@fairfaxcounty.gov. EEO/AA/TTY.