



2026 Youth Overseas Internship Program Internship Position Description Form

Part A. Organization Information *(To be completed once per organization)*

1. Organization Name:

Southwest Management District

2. Organization Overview:

The Southwest Management District (SWMD) was created by the Texas legislature in 2005. The District covers approximately 10 square miles and is bounded by Beltway 8 on the west, the Hillcroft on the east, Westpark tollway on the north and Bissonnet / Hwy 59 to the south. The District is completely in Houston and Harris County. Our Management District is empowered to finance projects related to Public Safety, Mobility and Transportation, Environmental and Urban Design, and Business Development.

The District provides programs and services in accordance with its Service Plan, adopted in June of 2005, and supplemental to those services offered by the City of Houston and Harris County. The services are funded through an 8 cent per hundred-dollar property value assessment on commercial properties, including apartments. No residential or exempt property is assessed. An 9-member, all volunteer, board of directors, consisting of area commercial property owners, governs the district. The members are appointed and approved by the Houston City Council.

3. Type of Organization: Private Company NGO Public Sector

Research Institute Other: _____

4. Industry / Field:

- Manufacturing
- Transportation and storage
- Accommodation and food service activities
- Information and communication
- Financial and insurance activities
- Professional, scientific and technical activities
- Administrative and support service activities

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- Public administration and defense; compulsory social security
- Education
- Human health and social work activities
- Arts, entertainment and recreation
- Other service activities

5. Website / Social Media:

<https://southwestmanagementdistrict.org/>

<https://www.instagram.com/southwestmanagementdistrict/>

<https://www.facebook.com/SouthwestManagementDistrict/>

6. Address / Location:

Houston, Texas USA, Southwest Management District (SWMD)

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Part B. Internship Position Information

(Please complete one section per internship position.

If offering multiple positions, please duplicate this section as needed.)

1. Internship Title & Vacancies

- Official Internship Title: District Intern
- Number of Openings: 1

2. Internship Details

- Duration (Start Date – End Date): 2026/6/15-2026/8/15
- Working Hours per Week: up to 12/wk
- Type of Internship: Project-based Rotational Research
Administrative Other: _____

3. Key Responsibilities

- Learning and supporting community events
- Learning district daily management
- Attend all community meetings
- Visit district business
- Joint district planning

4. Learning Objectives & Expected Outcomes

- Management
- Communication
- Relationship
- Government structure
- Working experiences

5. Supervisor/Mentor Information

- Name / Title: Kenneth Li, Chairman of SWMD

6. Qualifications & Requirements

- Required Skills / Languages: English
- Driving: International Driver's License needed
- Preferred Skills / Experience: Positive, Proactive, and willing to try things out

7. Compensation & Benefits

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- Internship compensation: SWMD cannot compensate residents who do not live in the district

8. Additional Information

- Mentorship: hands-on events and learning the management of the district
- Getting to know elected officials, visiting government organizations, and organization briefings, connecting the community directly.

