



2026 Youth Overseas Internship Program Internship Position Description Form

Part A. Organization Information

(To be completed once per organization)

1. Organization Name:

City of San Gabriel

2. Organization Overview:

The City of San Gabriel was founded in 1771 and is the birthplace of the surrounding Los Angeles region where it resides. The City is comprised of approximately 38,000 residents and is home to the historic San Gabriel Mission and Mission Playhouse, and a variety of local businesses and organizations. The City's government organization is comprised of 204 full-time employees and approximately 75 part-time employees who work throughout the community providing police, fire, public works, social welfare, recreation, building, and development services.

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
- ☐ 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://www.sanjabrielscity.com/>

6. Address / Location:

Los Angeles, California USA

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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:** Public Services Intern
- **Number of Openings:** 1

2. Internship Details

- **Duration (Start Date – End Date):** 10-12 weeks in duration
- **Working Hours per Week:** 32-40 hours per week Monday – Friday (typically, but some work on Saturdays and/or Sundays may occur) 8am – 5pm daily (typically, but some evening and weekend work hours may occur)
- **Type of Internship:** ☐ Project-based ☐ Rotational ☐ Research
☒ Administrative ☐ Other: _____

3. Key Responsibilities

The Public Services Intern will be required to do the following:

- Learn about the mission and objectives of the organization and home department.
- Complete special assignments and/or projects related to the home department.
- Interact and communicate effectively with the public and other City employees (customers), field questions from customers, and assist customers at the home department counter.
- Perform basic to moderate administrative tasks related to the home department.
- Assist with special projects, events, and outreach related to the home department.
- Help prepare City Council agenda items and attend City Council meetings.
- Give public presentations related to assigned duties.
- Assist throughout the home department and organization as necessary.

4. Learning Objectives & Expected Outcomes

The following summarizes the main objectives for participants of this program:





- Develop an understanding and appreciation of local government in the United States and Taiwan.
- Build a network of local government professionals from the United States and Taiwan.
- Develop a more diverse and international perspective of local government.
- Learn about the mission, values, and objectives of local government in the United States.
- Learn about the various programs and initiatives local governments pursue in the United States.
- Experience firsthand the technical aspects of local government work in the United States.
- Experience the administrative and legal framework of local government in the United States.
- Experience cultural exchanges between program interns, City staff, and community members.
- Develop and gain professional relationships and mentorship from City staff and leadership.

5. Supervisor/Mentor Information

- **Name / Title:** Edward Macias / Director of Human Resources & Risk Management

6. Qualifications & Requirements

- **Required Background:**

- i. Public Administration
- ii. Business Administration
- iii. Governmental Finance and/or Accounting
- iv. Civil Engineering (Public Works)
- v. Criminal Justice or Civic and/or Municipal law
- vi. Law Enforcement and/or Public Safety
- vii. Planning & Development
- viii. Governmental Studies
- ix. International Relations

Any other field conducive to a career in local and/or municipal governance
Interest in any one of the following career paths:

- i. Local Government Administration and Management
- ii. Local Government Finance and/or Accounting





- iii. Public Works Management (civil engineering and/or construction management)
- iv. Public Safety Management (law enforcement and/or emergency services)
- v. City Planning and Development
- vi. Public Records Management
 - **Required Skills / Languages:**
 - i. The Public Services Intern should have the following skills and attributes:
 - ii. Effectively communicate in English (read, speak, and write).
 - iii. Demonstrable skill using various computer applications such as Word, Excel, Adobe...etc.
 - iv. Demonstrable understanding and use of basic business administration practices and processes.
 - v. Demonstrable understanding and use of business mathematics and statistics.
 - vi. Demonstrable ability to learn new and unfamiliar tasks.
 - vii. Adaptable to different and/or unfamiliar environments and tasks.
 - **Preferred Skills / Experience:**
 - i. Minimum of two years' work experience in a related field.

7. Compensation & Benefits

- **Salary / Allowance:** Unpaid
- **Accommodation / Transportation / Meals Provided:** n/a.

8. Additional Information

All program candidates must successfully complete the following steps before consideration:

- Pass an education and work history check
- Pass a criminal background check
- Acquire all necessary travel and work permits
- Participate in 1-3 selection interviews with the City of San Gabriel and receive final approval from the City of San Gabriel for the internship.

