COUNCIL MEMBER
MARIO CASTILLO

HORIZONS
INTERNSHIP PROGRAM

WHAT IS THE HORIZONS INTERNSHIP?

The District H Horizons Internship Program, led by City Council Member Mario Castillo, is designed to cultivate the next generation of public leaders through hands-on experience in local government operations and community engagement.

This six-month, paid internship provides meaningful opportunities for students to learn how municipal government functions, how community needs are addressed, and how public service initiatives are delivered. The program prioritizes empowering students from diverse backgrounds, especially those connected to LGBTQ+ and minority communities, to develop leadership skills rooted in service, collaboration, and civic responsibility.

Beginning with Cohort 5, interns will participate in one of two specialized tracks, Administration or Communications & Engagement, allowing each intern to build focused, professional skills while contributing to real community outcomes.

Position Title
District H Horizons Intern

Location
Houston City Hall, Houston, TX

Duration
Beginning July 1, 2026 (Six Months)

Paid Internship
$17/hr for 20 hours a week

Application Deadline
May 29, 2026

How to Apply
Full instructions on how to apply are provided on page 2. Only those who meet the application requirements will be considered for the position.

INTERNSHIP TRACKS

Interns will be assigned to one of two specialized tracks based on interest, skills, and office needs. Each intern will focus primarily on their assigned track while participating in periodic shared learning sessions with the full District H team.

Track 1: Administration
Constituent Services · Operations

This track supports the core administrative and constituent service functions that form the foundation of the District H office.

Constituent Services Support

- Respond to and track constituent concerns, inquiries, and service requests.
- Assist staff with case research and follow-up communication.
- Help maintain accurate service tracking systems.

Administrative & Office Operations

- Support internal workflows and documentation processes.
- Assist in preparing briefing materials and reports.
- Help organize constituent correspondence and case documentation.

Track 2: Communications & Engagement
Community Engagement · Events · Communications

This track supports the outreach and communication efforts that connect the District H office to the community.

Digital Communications

- Draft and schedule social media content.
- Assist with messaging related to community initiatives.
- Research topics to support storytelling and messaging.
- Assist in developing creative concepts and ideas based on creative briefs and community objectives.

Administrative & Office Operations

- Support internal workflows and documentation processes.
- Assist in preparing briefing materials and reports.
- Help organize constituent correspondence and case documentation.

HOW TO APPLY

Interested candidates should compile the following materials into a single PDF document and send it to **russell.etherton@houstontx.gov**

- Professional one-page resume
- Statement of interest which speaks to your interests in this program
- 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 participants live, work, or study in District H. Which of the following applies to you?
    - ☐ I live in District H
    - ☐ I work in District H
    - ☐ I study in District H
  - Which track are you most interested in pursuing (Administration or Communications & Engagement), and why?

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.

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.

PROGRAM TIMELINE

May 1st
Program launch and application opening.

May 29th
Application deadline.

June 1st
Interviews begin.

June 22nd
Announcement of selected interns.

July 1st
Internships begin

WE LOOK FORWARD TO HEARING FROM YOU

Thank you for your interest in joining our team. We're seeking candidates who can bring together thoughtful research, strategic messaging, and creative execution to support impactful community initiatives across social media, newsletters, and outreach campaigns.

If you're passionate about storytelling, collaboration, and creating content that truly connects with diverse audiences, we encourage you to apply. We look forward to learning more about your experience and how you can contribute to our work.

FOLLOW US

Instagram · Twitter · Facebook

@marioforhouston

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