

SPA Career and Professional Development Bulletin

LATEST UPDATE Added: July 31

Summer - Fall 2025

Notice of Career Internships, Employment, and Preparation and Professional Networking Events

INTERNSHIP

Sustainability

The City of Avondale is seeking candidates for a new internship to begin this fall and continue through spring. The selected Intern would join the Sustainability Division and lead the development of a **Community Sustainability Grant Program**, aimed at providing small grants directly to residents, schools, and community organizations or businesses to support local sustainability-focused projects. These projects may include initiatives such as community gardens, tree plantings, energy efficiency improvements, composting efforts, water conservation projects, and more. For information about the position/work, qualifications, and expected outcomes, plus how to apply check out the **Position has been filled 09/03/25**

City Government

Now recruiting for fall 2025 - [City of Phoenix Mayor's Office Fall 2025 Internship](#) - The Phoenix Mayor's Office will hire three unique interns, each with varying job responsibilities and expectations. Ideal candidates will be an undergraduate student studying public service, public policy, urban planning, communication, political science, business, sustainability, etc. This internship will be based in the Mayor's Office at Phoenix City Hall.

Mayor Gallego is the second elected female Mayor in Phoenix history. She graduated from Harvard University and earned an MBA from the Wharton School of Business at the University of Pennsylvania. Before being elected to Phoenix City Council, Mayor Gallego worked on Economic Development for local utility company, Salt River Project. Mayor Gallego has focused on three policy areas during her time in office: Diversifying the economy, strengthening investment, and working to make Phoenix a leader in sustainability.

TO APPLY - Review the position descriptions, qualifications and prepare 1) a one-page introduction/cover letter clearly stating interest in one of the three internships, 2) a current resume demonstrating relevant knowledge and skills learned and used, 3) a writing sample (max. 3 pages * contact mjdzunk@asu.edu for suggested samples), plus list of minimum of two references (education and experience). Save all documents into one .pdf or .word document, to ensure we keep track of your materials. Send to carter.crawford@phoenix.gov. To be considered in the first review of applicants please apply before/by close of business on Friday, July 25, 2025.

Transportation

NOW RECRUITING - Summer to Fall 2025 - The Maricopa Association of Governments (MAG) is a group of local governments working together on issues that touch the lives of every resident. We are a regional planning agency that develops solutions in areas such as transportation, air quality, economic development, and programs that meet the human needs of the region. We are currently recruiting for the position of **Transportation Planning Intern** (PT, PAID, Phoenix, AZ) Apply now. Full position descriptions, qualifications and application instructions can be viewed [here](#).

Analysis

NOW RECRUITING - Summer to Fall 2025 - The Maricopa Association of Governments (MAG) is a group of local governments working together on issues that touch the lives of every resident. We are a regional planning agency that develops solutions in areas such as transportation, air quality, economic development, and programs that meet the human needs of the region. We are currently recruiting for the positions of **Management Analyst** (FT, PAID, Phoenix, AZ). Apply now. Full position descriptions, qualifications and application instructions can be viewed [here](#).

Finance

NOW recruiting - Fall/Spring 2025/26 - Maricopa County Office of Budget and Finance would like to hire two Finance Interns for the fall semester (with the option to stay for the full school year). Build professional

skills, experience and desired competencies for successful transition to careers in public service, while earning your degree. Currently enrolled candidates for Master's degree in public administration, public policy, business administration, or a related program will perform forecasting, analysis, budget development, legislative monitoring and tracking, special projects research and review of financial transactions, for the global view of the budget process and gain an understanding of financial policies and processes.

Applications for a semester or full year internship accepted until July 25. To apply send the following items to BudgetOffice@maricopa.gov - **Introduction/Cover Letter** – clearly describing why you are interested in the Intern position, how you can contribute (see above listing) and what you want to learn from us; **Resume** – demonstrating relevant knowledge, skills and experience, and unofficial **Transcript**. For full description (pdf) and/or assistance with application contact SPA Intern Coordinator, Maryjo Douglas Zunk .

NEW - Full time position as Budget Analyst (see below - EMPLOYMENT). Application closes Aug 1.

Emergency Management

Now RECRUITING FOR FALL 2025 Arizona Department of Emergency and Military Affairs - Phoenix, AZ – AZDEMA has multiple positions open for part-time fall '25 internships for individuals interested in learning about careers in the field of Emergency Management

- Ideal for undergraduate and graduate students studying policy, public administration, criminology, emergency management or related fields. The program provides hands-on experience in various aspects of Emergency Management, working closely with DEMA/EM staff. Interns will gain exposure to government coordination at federal, state, local, and tribal levels, explore career options, apply academic knowledge, develop career skills to build resumes/reputation, and network with professionals in the field. Students earn academic credit toward their degree. Review agency website and contact the AZDEMA/EM Training Branch, 602.464-6225 or training@azdema.gov for description, time commitment and how-to apply and to discuss your interests.

UPDATED RECRUITING FOR FALL 2025 - The Salvation Army - Southwest Divisional Headquarter - Phoenix, AZ is seeking dedicated and passionate interns to join our Emergency Disaster Services (EDS) team. As an EDS Intern, you will gain hands-on experience in disaster relief and response operations, helping to support communities impacted by crises. This internship provides valuable opportunities for growth, learning, and contributing to meaningful projects that directly impact people in need. Students can earn academic credit toward their degree. See attached flyer for responsibilities, qualifications and how to apply, then contact EDS Director, Hannah Eisenberg at Hannah.eisenberg@usw.salvationarmy.org

NOW RECRUITING - Fall 2025 - The Maricopa County Department of Emergency Management (MCDEM) just announced recruitment for EM graduate or undergraduate candidates for Internship. **Leverage your expertise to develop comprehensive plans for preparedness, response, and recovery from extraordinary emergencies in this office/field, customer-facing, part-time, PAID opportunity to join our team and contribute** L to creating safer, more resilient communities in Maricopa County. **Deadline for application June 20, 2025** Full description, qualifications and application instructions [here](#).

FELLOWSHIPS/SCHOLARSHIPS

Government Finance Officers Association – GFOAz offers scholarships and paid internships, recruiting for summer and also the academic year. <https://www.gfoa.org/student-opportunities>

NEW DEGREE PROGRAM and MORE! - [NGSC Accelerated Federal Career Track](#)

EMPLOYMENT

Government Relations

Arizona Municipal Water Users Association - Government Relations Director - AMWUA is looking for a passionate, high-performing professional to join our team in the role of Government Relations Director. The Government Relations Director will assist the AMWUA Executive Director in leading and coordinating AMWUA's relationships and advocacy efforts with the Governor's Office, Arizona State Legislature, state agencies, and regional and local economic development organizations to further advance AMWUA's positions on water issues. The position will review and analyze state and federal legislation and water policy issues, as well as prepare policy options and strategies.

Candidates should have a bachelor's degree, or preferably a master's degree, in business or public administration, natural resource management, political science, water resources, economics, or a closely related field. A minimum of four years' progressively responsible experience in public administration, municipal and/or legislative research and analysis is preferred with federal and/or state lobbying experience a plus. **Review the position description, qualifications and application materials requested [here](#).**

Data/Analysis

SUNSET ADVISORY COMMISSION, Austin, TX is seeking a Managing Data Analyst.

The MDA works with Sunset staff to conduct nonpartisan, objective evaluations of Texas state agencies. The MDA serves two primary roles: 1) assisting review teams in their evaluation of state agencies by taking a deep dive into an agency's operations, analyzing data and information governance, assessing data quality, and performing various levels of data analysis and 2) overseeing the work of other data professionals and coordinating data needs across teams conducting agency reviews. The Managing Data Analyst also develops policies and standards that can be applied in state agency reviews relating to data and information governance, data quality, and the use of data for business intelligence and analytics. This will be a new role for Sunset and the ideal candidate will demonstrate initiative, creativity, critical thinking, and high levels of organization to help design and implement a coordinated approach that supports Sunset's evaluations of state agencies. We are a fun, hard-working team of intellectually curious people who believe in our mission to improve government operations. Posted 06/13- OPEN until filled. Apply Now. Full description, qualifications and application instructions at <https://www.sunset.texas.gov/about-us/jobs>.

Finance/Policy

The Arizona Governor's Office of Strategic Planning and Budgeting is currently seeking applicants for the position of Budget Analyst. Review information about the position/work for your preparation of application, and apply on the website at <https://azospb.gov/employment.aspx>. Applications will be accepted on a rolling basis, with the first deadline for review, Friday, August 1st. ASU School of Public Affairs candidates and alumni have begun and built careers in state government with the Arizona Governor's Office of Strategic Planning and Budgeting.

Maricopa County's Office of Budget and Finance is recruiting for a new Budget Analyst to join our team. Interested recent ASU MPA/MPP graduates will find the posting - description, qualifications and application instructions at the link/MC recruitment Portal - [Maricopa County Careers](#) **The position recruitment closes August 1st.**

The California Legislative Analyst's Office (LAO) is accepting applications for the following position:

[Fiscal and Policy Analyst](#) (start Fall 2025) – Application deadline: July 20, 2025.

The minimum qualifications are required:

- A master's degree in public policy, public or business administration, economics, or a related field that includes a curriculum of economics, statistics, public finance, and policy analysis.
- Strong quantitative and analytical skills.
- Ability to communicate effectively through clear and concise writing and oral presentations.
- Ability to work well with others in a fast-paced and production-oriented environment.

To see additional details about the advertised position and to apply, visit the link above. Before applying, see website to learn more about the work and review budget and policy reports www.lao.ca.gov.

Visit classification specifications page <https://www.governmentjobs.com/careers/laoca/classspecs?> for more information on other LAO positions and to subscribe to notifications of future openings.

*** Applicants must be authorized to work for any employer in the U.S. We are unable to sponsor or take over sponsorship of an employment Visa.**

U. S. Government Accountability Office- Natural Resources and Environment team seeks a Program Manager - Tribal and Native American Relations. This position is with the Natural Resource and Environmental (NRE) team of the Government Accountability Office (GAO), Washington, DC. The NRE team is responsible for conducting and coordinating GAO's evaluations of the federal government's efforts to manage and oversee programs serving federally recognized Tribes and their members. GAO's tribal work includes issues such as energy development, environmental protection, broadband access, education, and health care. Job Family (series) -0340 Program Management. Salary \$142.7 - 195.2K. **Applications close 07/10/25. To apply for this position, you must complete the online application and submit the documentation specified in the *Required Documents* section of the announcement by/before 11:59 Eastern Time on the closing date of the announcement. Announcement and application details at <https://www.usajobs.gov/job/839543600>**

Maricopa County Office of Budget and Finance is looking to fill two Budget Supervisor positions. Seeking MPA students and recent graduates for these opportunities. MC OBF has hired (and promoted) many ASU SPA graduates! <https://www.maricopa.gov/1290/Employment>

Veteran Advocacy

ASUSPA Veteran Students and Recent Grads- Experience DC and make a difference advocating for Veteran students and graduates

across the country! ASU SPA alum, Andrew Petrie is hiring a Policy Associate to work with him at The American Legion Government Affairs Office in Washington D.C. As a proud Sun Devil, he is reaching out, seeking Veterans (part of the School of Public Affairs, Student Veterans of America, or the Tillman Center) interested in making the move to the D.C. area to advocate for Veterans across the country that are graduating this semester or are actively in a Masters level online/hybrid program. The position is an in-person opportunity only. For details and application see the recruitment announcement at LinkedIn: [Education Policy Associate](#) (so it's easy to apply). Interested, you may also contact Andrew Petrie - apetrie@legion.org

EVENTS

SPA Professional Development Virtual Fall 2025 Workshop Series:

Introduction to Internship - Processes, Tools and Resources for Success | 1st and 3rd Fridays September - November | **12 -1 pm** | Join from PC, Mac, Linux, iOS or Android: <https://asu.zoom.us/j/85908125016>

Powerful Introductions and Written Resumes | 2nd Thursday - Sep 11, Oct 9, Nov 13 | 5-6 pm | Join from PC, Mac, Linux, iOS or Android: <https://asu.zoom.us/j/85337959961>

- Learn how to introduce yourself and demonstrate skills, knowledge and experience through all your application, prospecting and referral documents and conversations. Present yourself professionally throughout the recruitment, hiring and on- boarding processes

Conducting an Effective Internship or Career Job Search | 2nd Wednesdays Sep 10, Oct 8, Nov 12 | 4-5 pm | Join from PC, Mac, Linux, iOS or Android: <https://asu.zoom.us/j/87023515105>

- Discover best practices for identifying, applying and securing your dream internship, or first-destination professional employment post-graduation
- Learn how to apply the highly effective *RSF Method* and timeline to maximize your search efforts in 6 weeks

Practicing Successful Interviewing Skills | 3rd Tuesday- Sep 16, Oct 9, Nov 13 | 12-1 pm | Join from PC, Mac, Linux, iOS or Android: <https://asu.zoom.us/j/85279574098>

- Brief instruction then practice the highly effective STAR method of interview preparation to ace professional interviews for internship, first-destination post-graduation employment or promotion | Let's get the hiring conversation started!

The SPA Office of Career and Professional Development is a resource for all SPA students, faculty, staff and alumni seeking information, assistance or advocacy with career exploration, planning and advancement in careers with local, state and federal government, nonprofit and private community partners. | Direct questions or coaching appointment requests to Maryjo Douglas Zunk, mjdzunk@asu.edu or 602-496-1035, Phoenix campus, University Center building (UCENT) -Suite 400; resources at <https://spa.asu.edu/career-and-professional-development>.