The City of Virginia Beach department of Budget & Management Services is responsible for the City’s budget which provides funding for major construction projects, including projects for building new facilities, improving our transit system, maintaining our roads and parks, purchasing major equipment, and more.

Our Budget and Management Services department is in search of a detail-oriented student with exceptional analytical skills for their Budget & Policy Analyst Internship.

**Budget and Policy Analyst Intern**

**Duties include:**

- Assisting in departmental budgets.
- Reviewing and analyzing the fiscal impact of new and redevelopment projects.
- Research and evaluation of policies and alternatives.
- Development and summarization of financial information for communication with leadership and citizens.
- Assisting in providing recommendations on revenue.
- Anticipated graduation date of May 2024

**Required Education:**

- Masters in Public Administration
Candidates will work a 20 to 40-hours a week depending on availability. Flexibility for school schedules is allowable. The applicant is responsible to provide their own transportation to work and housing during internship.

**Compensation (depends on academic year):**

- Freshman/Sophomore: $15/ hour
- Juniors/Seniors: $16/ hour
- Graduate Students: $17/ hour

**Application Process:**
The position will be open until filled and applications will be reviewed weekly.

Interested candidates will need to complete an application for the Internship Program *(Requisition # 40270)* by visiting www.vbgovcareers.com.

Please include a resume, cover letter and transcripts (unofficial will be accepted) with your application. Incomplete applications will not be considered for the internship program.

References may be requested at time of interview. If you have any questions regarding this posting, please contact HRrecruit@vbgov.com

*The City of Virginia Beach is an Equal Opportunity Employer and does not discriminate based on age, sex, religion, national origin, race, disability, or political affiliation.*