



City of Irvine Volunteer Intern - Communications & Engagement

SALARY	\$0.00 Hourly	LOCATION	Irvine, CA
JOB TYPE	Volunteer	JOB NUMBER	04127
DEPARTMENT	Communications & Engagement	OPENING DATE	06/04/2026
CLOSING DATE	6/18/2026 5:00 PM Pacific		

Description



CITY OF IRVINE

Communications & Engagement




One Team | One Focus | One Irvine



**Do you have the desire to make a meaningful impact in a vibrant and diverse community?
Help our collaborative team support the City of Irvine!**

The City of Irvine is seeking an intern to assist staff in the Communications & Engagement Department with City of Irvine website updates, enhancements, and improvements.

Students or recent graduates selected for the position will perform a role primarily dedicated to tasks associated with the City of Irvine’s website, which was recently refreshed to a new platform. ***This internship is unpaid.***

Through this internship, the candidate will be able to understand how a government agency shares information via our website to serve our residents, visitors, and businesses and support the needs in our community.

Minimum commitment is 15-30 hours weekly for three months.

Essential Duties and Responsibilities:**Your Impact**

- Update text, images, and taxonomy of City webpages.
- Upload and replace pdfs and other media files.
- Identify and correct broken links and outdated content.
- Ensure content meets ADA standards and best practices.
- Maintain consistent formatting and branding across webpages.
- Coordinate with City departments to publish new information and updates.
- Assist with website organization and navigation improvements.
- Monitor website functionality and report technical issues.
- Conduct routine quality review of webpages to ensure accuracy, consistency, and compliance with the City style guidelines and standards.

Best Fit

- Experience updating websites using a content management system such as Drupal or a similar platform.
- Knowledge of web content formatting, image optimization, and hyperlink management.
- Student or recent graduate in information technology, content management, digital marketing, web development, or a similar field.

Minimum Training and Experience Required to Perform Essential Job Functions**Minimum Qualifications:**

- Candidates must have completed some college-level work related to information technology, content management, digital marketing, web development, or a similar field.
- Possess moderate administrative, professional, and organizational skills.

Find more information on the [Volunteer Intern](#) job description.

Supplemental Information**Your Team**

The Mission of the Employees of the City of Irvine is to create and maintain a community where people can live, work, and play in an environment that is safe, vibrant, and aesthetically pleasing. We are one team that exists to serve our community in the continual pursuit of a City that offers an exceptional quality of life. The City of Irvine's five values of **Humility, Innovation, Empathy, Passion, and Integrity** reflect the interests and needs of the community, and the level of service they expect and desire. We are **One Irvine** through embrace of a team-oriented approach by living our values every day.

The [Communications & Engagement Department](#) plays a crucial role in maintaining an effective flow of information between the City government and its residents, businesses, and visitors. Made up of four divisions: Marketing & Communications, Irvine Community Television, Engagement, and the Hotel Improvement District, the department is responsible for ensuring that the public is well-informed about City policies, initiatives, events, programs, and services. It manages various channels of communication, including the City website; its award-winning quarterly magazine, Inside Irvine; social media platforms; press releases; digital media; video; and more, to disseminate important information to the community. The department fosters international relationships by welcoming visiting delegations and strengthening Irvine's global ties through its Sister City and Friendship City programs.

The Process

Background Check: A thorough background investigation may be conducted prior to appointment.

Equal Opportunity Employer

The City of Irvine is an Equal Opportunity Employer and provides reasonable accommodations to qualified individuals

with disabilities. We encourage you to inform Human Resources at least two business days prior to the first phase of the selection process if you have a disability that may require an accommodation.

E-Verify

The City of Irvine participates in E-Verify. In compliance with federal law, all employees must provide verification of identity and employment authorization at the time of hire. For additional information, please review the [E-Verify Participation](#) and [Right to Work](#) notices.

Employer

City of Irvine

Address

One Civic Center Plaza

Irvine, California, 92606-5208

Website

<http://www.cityofirvine.org/jobs>

Volunteer Intern - Communications & Engagement Supplemental Questionnaire

*QUESTION 1

Are you willing to work as a volunteer (unpaid) intern?

- Yes
 No

*QUESTION 2

Have you completed at least three years of college-level work?

- Yes
 No

*QUESTION 3

Please indicate your major and minor (if applicable) area of study.

*QUESTION 4

Do you have experience updating websites using a content management system such as Drupal or a similar platform?

- Yes
 No

QUESTION 5

If yes, please describe your duties, where you attained this experience and how long you were in the role.

*QUESTION 6

Why are you interested in this internship with the City of Irvine?

***QUESTION 7**

Are you available to commit to a minimum of 15-30 hours a week for three months.

Yes

No

***QUESTION 8**

Please indicate your availability, including months, days, and times.

* Required Question