

# ACCOUNTING INTERN

## DEPARTMENT: FINANCE

The Accounting Intern will perform a broad range of accounting related tasks, including accounts payable, through the guidance and supervision of the Accounting Manager and/or Assistant Finance Director. This position will work independently and with teams, while providing excellent customer service which support the City of Brighton's mission and values.



## EXPERIENCE YOU'LL BE EXPOSED TO:

- Data entry
- Customer Service
- Time Management
- Interpersonal communication with members of the public as well as colleagues

## CAREERS IN THIS FIELD:

- Accounting
- Procurement
- Customer Service

## COMMON DEGREES FOR THIS CAREER PATH:

- Accounting
- Finance
- Economics or related

## PLEASE NOTE:

- Applicants must have attended the Summer Job Launch on February 21, 2026
- Applicants must reside within the City limits of Brighton or attend a School District 27J School
- *As part of the Growing Grads Summer Internship Program, the following dates are required to attend:*  
**Jun. 8, Jun. 9, Jun. 16, Jul. 28**

## EDUCATION, TRAINING, AND AVAILABILITY:

Drivers licence preferred but not required.

## REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- Must possess working knowledge of Microsoft 365, specifically Outlook, Teams, Word & Excel
- Ability to organize and prioritize multiple projects and job tasks
- Communicate clearly and concisely in oral and written form
- Establish and maintain effective working relationships with other employees
- Meet deadlines
- Efficient with verbal and written communication
- Ability to work in an environment that involves varying amounts of sitting, standing, walking, bending, lifting and stooping for short periods of time
- Bilingual English/Spanish preferred

## EXAMPLES OF TASKS:

- Assisting in sorting Finance mail
- Processing Finance payments
- Processing deposits
- Assisting with the accounts payable process
- Researching financial transactions
- Assisting in preparing reports

## APPLY:

-  Online at [www.brightonco.gov](http://www.brightonco.gov) or at
-  500 S 4th Ave., Brighton, CO 80601



# BUDGET & INNOVATION INTERN

## DEPARTMENT: BUDGET & INNOVATION

The Budget & Innovation Intern will work on the largest policy document for the City during the budget creation season and collaborate with all Departments across the City. This position will experience and participate in the City's culture of innovation and process improvement.



### EXPERIENCE YOU'LL BE EXPOSED TO:

Engaging the Brighton residents to educate and foster community through:

- Budgeting
- Communication
- Data Analysis
- Facilitation
- Microsoft Office

### CAREERS IN THIS FIELD:

- Management Analyst
- Budget Analyst
- Sustainability Coordinator
- Grants Coordinator

### COMMON DEGREES FOR THIS CAREER PATH:

Masters Degree in:

- Public Administration
- Public Policy
- or Similar

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### EDUCATION, TRAINING, AND AVAILABILITY:

No requirements.

### REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- Basic knowledge of Microsoft Office
- Clear communication skills
- Ability to meet deadlines
- Ability to prioritize tasks
- Work well with teams

### EXAMPLES OF TASKS:

- Assist in preparing reports
- Attend budget meetings
- Assist in note taking and task tracking
- Prepare materials for citywide trainings
- Analyze department budget requests

### APPLY:

-  Online at [www.brightonco.gov](http://www.brightonco.gov) or at
-  500 S 4th Ave., Brighton, CO 80601



# CITY ATTORNEY & CITY MANAGER OFFICE'S INTERN

## DEPARTMENT: CITY ATTORNEY & CITY MANAGER'S OFFICES

Get experience working alongside the Chief Executive Officer of a local municipality while helping to make a difference in your community through high level projects and decision making. Along with the Executive Officer of the City, you will have the opportunity to learn and work with the City Attorney's Office. The City Attorney's Office will give you the opportunity to learn how the City Attorney's Office works with all city departments on a daily basis.



### EXPERIENCE YOU'LL BE EXPOSED TO:

- Daily operations such as City Council prep and interdepartmental meetings
- City Council exposure
- How the City Attorney's Office works with all city departments
- Researching case law
- Prosecutor and municipal court process
- Drafting of resolutions and ordinances

### CAREERS IN THIS FIELD:

- Executive Leadership
- City Attorney
- Deputy City Attorney
- Assistant City Attorney
- Prosecuting Attorney
- Legal Assistant

### COMMON DEGREES FOR THIS CAREER PATH:

- Masters degree/years of experience
- Juris Doctorate (for attorneys)
- Bachelors Degree or Paralegal Certificate for Legal Assistant

### PLEASE NOTE:

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**Jun. 8, Jun. 9, Jun. 16, Jul. 28**

### EDUCATION, TRAINING, AND AVAILABILITY:

Must be 16 years or older.  
Drivers license preferred but not required.

### REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- Professionalism
- Confidentiality
- Adaptability
- Organization
- Attention to detail
- Computer skills (Microsoft Office)
- Research skills

### EXAMPLES OF TASKS:

- Metric tracking
- Policy updates
- Interdepartmental meetings
- Written communication
- Shadowing attorneys and legal assistant
- Research project
- Assisting in drafting resolutions

### APPLY:

-  Online at [www.brightonco.gov](http://www.brightonco.gov) or at
-  500 S 4th Ave., Brighton, CO 80601



# COMMUNITY DEVELOPMENT INTERN

## DEPARTMENT: COMMUNITY DEVELOPMENT

Do you want to make a difference in the built environment of your community? Come join us! As City Planners, we act as project managers to ensure that development projects within Brighton meet or exceed the City's minimum requirements by working with City engineers/analyst across various disciplines (water and sewer, streets, stormwater, and water resources). As an intern, you will be exposed to the multifaceted development review process, and will assist our department with community engagement initiatives, data keeping/organization, and process improvements.



### EXPERIENCE YOU'LL BE EXPOSED TO:

- Reviewing development applications (e.g., site plans, rezonings, subdivisions)
- Organizing and maintaining records and databases
- Community Engagement
- Development inspections
- Policy work

### CAREERS IN THIS FIELD:

- City Planner
- Building Inspector
- Permit Technician
- Administrator

### COMMON DEGREES FOR THIS CAREER PATH:

- HS Diploma & Certifications (Building Inspector/Permit Technician)
- Bachelors degree in planning, city administration, or related field (City Planner/Administrator)
- Masters degree in planning, city administration, or related field (City Planner/Administrator)

### PLEASE NOTE:

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### EDUCATION, TRAINING, AND AVAILABILITY:

Prefer availability on Tuesdays and Thursdays (this is flexible).

### REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- Willingness to learn
- Basic Computer Skills (Microsoft suite and graphic design skills a plus)
- Interest in City requirements and regulations

### EXAMPLES OF TASKS:

- Create a webpage to explain how our Community Development Department benefits the City
- Research how other, similar jurisdictions operate and recommend a new policy
- Create a community outreach/engagement plan to communicate the City's new Accessory Dwelling Unit (ADU) code amendments and fee reductions to the public
- Reorganize case files and assist with process improvements
- Shadow City Planners as they review development applications, building permits, and business licenses

### APPLY:

-  Online at [www.brightonco.gov](http://www.brightonco.gov) or at
-  500 S 4th Ave., Brighton, CO 80601



# COMMUNICATIONS & ENGAGEMENT INTERN

## DEPARTMENT: COMMUNICATIONS & ENGAGEMENT

City of Brighton Communications & Engagement Department is seeking a talented candidate to assist in communications, marketing, public art and events for the city.



### EXPERIENCE YOU'LL BE EXPOSED TO:

Engaging the Brighton residents to educate and foster community through:

- News
- Social Media
- Video
- Events
- Arts and Culture

### CAREERS IN THIS FIELD:

- Communications Specialist
- Graphic Design
- Media Services
- Web Administrator
- Public Art Coordinator

### COMMON DEGREES FOR THIS CAREER PATH:

- Bachelors or Masters
- Associates
- Trade Certificate
- Equivalent Experience

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### EDUCATION, TRAINING, AND AVAILABILITY:

No requirements.

### REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- Communicate clearly and concisely, both orally and in writing
- Strong organizational skills
- Ability to meet deadlines
- Ability to maintain flexibility and work with frequent interruptions and multiple changing priorities
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work
- Attention to detail
- Ability to problem solve
- Perform other related duties and responsibilities as required

### EXAMPLES OF TASKS:

- Helping create, shoot, and edit video content for the city's KBRI-8 station and social media channels
- Assisting in writing content for the city's news publications
- Helping with logistics and marketing for the city's art shows
- Providing logistical assistance prior to and during large city events
- Other duties to support the department as assigned

### APPLY:

-  Online at [www.brightonco.gov](http://www.brightonco.gov) or at
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# EAGLE VIEW INTERN

## DEPARTMENT: PARKS & RECREATION

This position assists in planning, coordinating, and delivering programs and activities for the Active Adult Center, supports day-to-day operations, and works directly with seniors to promote healthy, active lifestyles.



### EXPERIENCE YOU'LL BE EXPOSED TO:

- Program Planning
- Outreach/Community Events
- Non-Profit Management
- Customer Service

### CAREERS IN THIS FIELD:

- Gerontology
- Management
- Special Events
- Outreach
- Human Services

### COMMON DEGREES FOR THIS CAREER PATH:

- Business Management
- Social Work
- Recreation
- Marketing

### PLEASE NOTE:

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**Jun. 8, Jun. 9, Jun. 16, Jul. 28**

### EDUCATION, TRAINING, AND AVAILABILITY:

No requirements.

### REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- Communication
- Customer service skills
- Organization
- Computer skills
- Meet deadlines
- Attention to detail
- Public speaking skills

### EXAMPLES OF TASKS:

- Management of daily/monthly operations
- Create and execute programs and activities for Active Adult
- Presentations to Senior Board
- Greet and assist new and existing guests
- Serve meals to Seniors
- Attend outreach events to promote center's programs and activities

### APPLY:

-  Online at [www.brightonco.gov](http://www.brightonco.gov) or at
-  500 S 4th Ave., Brighton, CO 80601



# HUMAN RESOURCES INTERN

## DEPARTMENT: HUMAN RESOURCES

This position provides support to the Department of Human Resources staff, City leadership, Department Directors, and employees of the city regarding a variety of HR functions.



### EXPERIENCE YOU'LL BE EXPOSED TO:

- Personnel Administration
- Recruitment and hiring
- Job description development
- Employee relations
- Employee onboarding experience
- City, department, and employee support

### CAREERS IN THIS FIELD:

- Director
- Assistant Director
- HR Business Manager
- Risk and Compensation Manager
- HR Generalist
- HR Benefits Specialist
- Training Coordinator

### COMMON DEGREES FOR THIS CAREER PATH:

- Bachelors Degree
- Masters Degree
- PHR Certification
- SHRM Certification

### PLEASE NOTE:

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**Jun. 8, Jun. 9, Jun. 16, Jul. 28**

### EDUCATION, TRAINING, AND AVAILABILITY:

No requirements.

### REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- Strong communication skills
- Friendly and helpful personality
- Willingness to learn and process a variety of administrative procedures
- Working knowledge of computers

### EXAMPLES OF TASKS:

- Personnel administration
- Recruitment and hiring
- Job description development
- Employee relations

### APPLY:

-  Online at [www.brightonco.gov](http://www.brightonco.gov) or at
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# INFORMATION TECHNOLOGY INTERN

## DEPARTMENT: INFORMATION TECHNOLOGY

This position will participate in all aspects of a government IT department, where security allows, and assist with customer service in areas comparable with experience. This will be a dynamic, active position with the opportunity to see and participate in the many ways that Information Technology is integral to a city government.



### EXPERIENCE YOU'LL BE EXPOSED TO:

- IT customer service
- Participating in IT Orientations for new users
- Accompanying the network team on fiber and network cable runs/repairs
- Working on hardware decommission project
- Deploying of new systems
- Attending team meetings and much much more!

### CAREERS IN THIS FIELD:

- IT Service Desk
- Networking
- Systems Administration
- GIS
- Security

### COMMON DEGREES FOR THIS CAREER PATH:

- Information Technology
- Project Management
- Computer Science
- Cybersecurity
- Information Systems

### PLEASE NOTE:

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### EDUCATION, TRAINING, AND AVAILABILITY:

No requirements.

### REQUIRED KNOWLEDGE SKILLS, & ABILITIES:

- Knowledge of how to use a computer and mobile devices

### EXAMPLES OF TASKS:

- Inventory equipment for decommission prep
- Wiping hard drives
- Helping networking with cable pulls
- Performing level 1 troubleshooting for service desk calls
- Testing audio/visual functionality in conference rooms
- Assisting in documentation of various procedures
- Deploying new desktop systems

### APPLY:

-  Online at [www.brightonco.gov](http://www.brightonco.gov) or at
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# MUNICIPAL COURT INTERN

## DEPARTMENT: MUNICIPAL COURT

This position provides general office assistance to court staff, probation officer, City Prosecutor and Judge. In addition, this position will also manage court files, assist in preparation of court dockets, and organize reports.



### EXPERIENCE YOU'LL BE EXPOSED TO:

- General office experience
- Office management
- Observe legal proceedings

### CAREERS IN THIS FIELD:

- Court Clerk
- Court Administrator
- City Prosecutor
- Judge
- Probation Officer

### COMMON DEGREES FOR THIS CAREER PATH:

- High School diploma
- Bachelors Degree
- Juris Doctorate

### PLEASE NOTE:

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**Jun. 8, Jun. 9, Jun. 16, Jul. 28**

### EDUCATION, TRAINING AND AVAILABILITY:

Ages 16 & above preferred.

Intern will be required to be cleared by CBI by fingerprinting.

Preferred availability Tuesday through Friday from 8:30 a.m. to 2:30 p.m.

### REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- General office knowledge
- Understanding of Microsoft programs
- Ability to type, file, and organize
- Strong verbal and written communication skills
- Attention to detail

### EXAMPLES OF TASKS:

- Locate court citations or files needed for pending court sessions and make copies as needed
- Organize closed files and ensure accuracy of the folders
- Keep inventory of court supplies and order as needed
- Separate daily mail received to appropriate parties
- Ensure outgoing mail is marked with postage and placed for pick up

### APPLY:

-  Online at [www.brightonco.gov](http://www.brightonco.gov) or at
-  500 S 4th Ave., Brighton, CO 80601



# POLICE DEPARTMENT INTERN

## DEPARTMENT: POLICE DEPARTMENT

This position responsibilities include working with the public and assisting in the different divisions within the police department.



### EXPERIENCE YOU'LL BE EXPOSED TO:

- Interaction with all divisions and processes within the Police Department
- Assisting staff with tasks or projects
- Working with the public
- Community Service- participating in programs and initiatives that benefit the Brighton Community
- Sorting and filing documents
- Supporting with office organizational needs and running errands

### CAREERS IN THIS FIELD:

- Sworn Staff
- Patrol & School Resource Officers
- Administration
- Community Resource Officers
- Victim Services
- Community Engagement Liaison

### COMMON DEGREES FOR THIS CAREER PATH:

- Bachelors or Masters degrees
- Criminal Justice
- Public Safety
- Or related fields

### PLEASE NOTE:

- Applicants must have attended the Summer Job Launch on February 21, 2026
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**Jun. 8, Jun. 9, Jun. 16, Jul. 28**

### EDUCATION, TRAINING, AND AVAILABILITY:

Pursuing a degree in Criminal Justice, Public Safety or related fields.

### REQUIRED KNOWLEDGE SKILLS, & ABILITIES:

- Basic analytical skills
- Knowledge of modern computer equipment
- Communicate clearly and concisely in oral and written form

### EXAMPLES OF TASKS:

- Supporting staff with daily tasks and special projects
- Sorting, filing, and organizing documents
- Running errands and helping with office needs
- Engaging with the public during department activities
- Participating in community service programs and initiatives
- Assisting with swearing-in ceremonies and other special events

### APPLY:

-  Online at [www.brightonco.gov](http://www.brightonco.gov) or at
-  500 S 4th Ave., Brighton, CO 80601



# PUBLIC WORKS ENGINEERING INTERN

## DEPARTMENT: PUBLIC WORKS

The position works on and assists in completing duties and projects across a variety of divisions within the Public Works Department, with a majority of the time working in the Engineering Division.



### EXPERIENCE YOU'LL BE EXPOSED TO:

A focus on the engineering field focused on the Public Works division which includes:

- Transportation
- Street maintenance and design
- Development review (of plans)
- Construction management
- Inspections
- Other public improvements

### CAREERS IN THIS FIELD:

- Civil/Transportation Engineer
- Construction Inspectors
- Construction Manager
- Traffic Signal Operations

### COMMON DEGREES FOR THIS CAREER PATH:

- Engineering Degree
- Inspection Certifications
- Construction Experience
- Construction Management and Implementation
- Transportation
- Street Maintenance

### PLEASE NOTE:

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### EDUCATION, TRAINING, AND AVAILABILITY:

Drivers license preferred but not required.

### REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- Ability to maintain confidentiality of all file information
- Ability to effectively interact and work cooperatively with supervisors, staff members, and the public
- Problem solving skills
- Some knowledge of Microsoft applications
- Ability to create files and maintain file space
- Ability to be near construction activities, heavy equipment, and construction materials
- Must wear all Personal Protective Equipment (PPE) as required, including steel toe boots. Boots will not be provided

### EXAMPLES OF TASKS:

- Researching means and methods, market products, and industry initiatives
- Assisting in preparing documents, schedules, estimates, quantities, and other typical design and construction items
- On-site construction observations, inspections, photographs, and documentation
- Reviewing Civil Engineering plans
- Providing assistance with inventory organization and management
- Scanning and archiving project documents
- Analyzing reports received through See Click Fix, and providing possible solutions
- Utilizing AI to prepare recommendations and reports

### APPLY:

-  Online at [www.brightonco.gov](http://www.brightonco.gov) or at
-  500 S 4th Ave., Brighton, CO 80601



# UTILITIES ENGINEERING INTERN

## DEPARTMENT: UTILITIES

The Utilities Engineering intern will be exposed to a variety of various roles and work across the Utilities Department. From exciting field trips to basic engineering knowledge and computer skills, you will learn various assignments that will add more value to your portfolio if you're interested in an engineering or environmental degree, water chemistry, or construction.



### EXPERIENCE YOU'LL BE EXPOSED TO:

- Engineering
- Water utilities
- Interpersonal communication
- Organization

### CAREERS IN THIS FIELD:

- Engineer
- Storm Water Inspector
- Water Resource Analyst
- Water Conservation Coordinator
- Water Operator

### COMMON DEGREES FOR THIS CAREER PATH:

- Civil Engineering
- Environmental Engineering
- Natural Resources
- Environmental Science

### PLEASE NOTE:

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### EDUCATION, TRAINING, AND AVAILABILITY:

No requirements.

### REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- Basic algebra
- Basic computer skills
- Perform other related duties and responsibilities as required

### EXAMPLES OF TASKS:

- Organizing project files
- Data entry
- Field checks
- Construction observation
- Slope calculations

### APPLY:

-  Online at [www.brightonco.gov](http://www.brightonco.gov) or at
-  500 S 4th Ave., Brighton, CO 80601



# UTILITY BILLING INTERN

## DEPARTMENT: FINANCE

The Utility Billing Intern will perform a broad range of utility billing related tasks through the guidance and supervision of the Revenue Manager. This position will work independently and with teams, while providing excellent customer service which support the City of Brighton's mission and values.



### EXPERIENCE YOU'LL BE EXPOSED TO:

- Customer service
- Time management
- Microsoft Office
- Interpersonal communication with members of the public as well as colleagues

### CAREERS IN THIS FIELD:

- Accounting
- Finance
- Economics or related

### COMMON DEGREES FOR THIS CAREER PATH:

- Bachelors or Masters
- Associates
- Trade Certificate
- Equivalent experience

### PLEASE NOTE:

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**Jun. 8, Jun. 9, Jun. 16, Jul. 28**

### EDUCATION, TRAINING, AND AVAILABILITY:

No requirements.

### REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- Must possess working knowledge of Microsoft 365, specifically Outlook, Teams, Word & Excel
- Ability to organize and prioritize multiple projects and job tasks.
- Communicate clearly and concisely in oral and written form
- Establish and maintain effective working relationships with other employees
- Meet deadlines
- Efficient with verbal and written communication
- Ability to work in an environment that involves varying amounts of sitting, standing, walking, bending, lifting and stooping for short periods of time
- Bilingual English/Spanish preferred

### EXAMPLES OF TASKS:

- Assisting in sorting utility billing mail
- Processing utility billing payments
- Researching customer utility billing accounts to determine amounts due, etc.
- Reviewing and answering utility billing emails
- Answering utility billing calls
- Assisting with billing process
- Assisting in preparing reports

### APPLY:

-  Online at [www.brightonco.gov](http://www.brightonco.gov) or at
-  500 S 4th Ave., Brighton, CO 80601



# YOUTH SERVICES INTERN

## DEPARTMENT: COMMUNICATIONS & ENGAGEMENT

This position will assist the Youth Services Department in our everyday tasks, including (but not limited to) assisting with the Brighton Youth Commission, the Growing Grads Entrepreneur Program, and the Image Summit.



### EXPERIENCE YOU'LL BE EXPOSED TO:

- Youth Development
- Leadership Development
- Event Planning
- Programming

### CAREERS IN THIS FIELD:

- Social Work
- Event Planning
- Leadership Development
- Education
- Program Coordinator

### COMMON DEGREES FOR THIS CAREER PATH:

- Human Services
- Social Work
- Education

### PLEASE NOTE:

- Applicants must have attended the Summer Job Launch on February 21, 2026
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**Jun. 8, Jun. 9, Jun. 16, Jul. 28**

### EDUCATION, TRAINING, AND AVAILABILITY:

Drivers license preferred but not required.

**Required dates: June 17 -18, July 23.**

Some nights and weekends may be required. Some 1st and 3rd Thursday evenings will be required.

### REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- Ability to work independently and on a team
- Highly organized
- Good communication skills
- Creativity is a big plus!

### EXAMPLES OF TASKS:

- Assisting with planning and facilitation of youth services programming
- Assisting with planning, set up and tear down of events
- Assisting with communication and information sharing including emails, social media and phone calls
- Attending and participating in department meetings
- Providing general office support

### APPLY:

 Online at [www.brightonco.gov](http://www.brightonco.gov) or at

 500 S 4th Ave., Brighton, CO 80601

