



This is an opportunity to join the growing Rally Austin team, a local government start-up working at the intersection of strategic real estate, equitable community development, and inclusive economic growth. Rally Austin, formerly the Austin Economic Development Corporation, is a real estate nonprofit created to advance partnerships and projects that promote equitable and inclusive development for all Austinites.

The Procurement Intern will support Rally Austin's ongoing efforts to develop transparent, efficient, and inclusive procurement systems that strengthen community partnerships and increase business participation. The intern will report to the Accounting and Finance Manager and will work closely with the Chief Operating Officer and Real Estate Team to examine regulatory requirements, research best practices, refine procurement tools, and help implement systems that advance Rally Austin's ability to promptly operationalize around partnerships for inclusive development. This position provides meaningful experience in public procurement, policy development, contract monitoring, and vendor engagement. The intern will also contribute to the creation of a new webpage systems and content that connects local businesses with upcoming contracting opportunities.

Key Responsibilities

Procurement Policy and Research

- Conduct research on procurement best practices in comparable public and nonprofit organizations
- Review and evaluate Rally Austin's procurement framework and recommend updates that improve compliance, transparency, and accessibility
- Draft or refine procurement templates including RFPs, RFQs, vendor registration forms, and evaluation criteria

Procurement Tools and Systems

- Assist in the design of digital procurement tools and dashboards for vendor communications, tracking, contract management, and bid notifications
- Support the Accounting and Finance Manager in building systems for contract monitoring and reporting
- Collaborate with the Real Estate Team to align procurement processes with project and vendor needs

Outreach and Engagement

- Contribute to the development of the "Doing Business with Rally Austin" webpage, ensuring the content is clear, engaging, and accessible to small, minority-owned, and local businesses
- Research vendor networks and supplier partnerships that reflect Rally Austin's commitment to equity and inclusion
- Assist in communications to promote procurement opportunities through the organization's website and community outreach channels

Data and Reporting

- Gather and organize vendor and contract data to strengthen performance tracking and reporting
- Prepare summaries and visual reports for internal use by the Chief Operating Officer and Board of Directors
- Create templates for ongoing contract performance monitoring and vendor feedback

Data and Reporting

- Update the **Procurement Policy** with development of a **Vendor Manual**
- Develop a **Vendor Engagement Framework** for communication and engagement
- **Procurement Tools Prototype** such as a dashboard or tracking system concept
- A **Contract Monitoring System Outline** for internal implementation
- Content and recommendations for the "Doing Business with Rally Austin" webpage



Skills and Qualifications

- **Education:** Currently enrolled as an upper-class undergraduate or graduate student in Public Administration, Supply Chain Management, Business, Accounting, or a related field.
- **Experience:** Previous coursework or internship experience in procurement, finance, contract management, or public policy is preferred.
- **Skills:** Strong analytical and research skills, proficiency in Microsoft Excel and PowerPoint, experience with data management tools such as Smartsheet, and strong written communication skills. Familiarity with procurement or financial systems is helpful, and experience with content management tools such as WordPress is a plus.
- **Attributes:** Curiosity, attention to detail, integrity, and enthusiasm for public service and equitable economic development. The ideal candidate is proactive, collaborative, and committed to learning.
- **Estimated Hours and Work Location:** This internship requires commitment of 10-20 hours per week, with flexibility for remote/hybrid work, depending on project needs. The ideal candidate will be able to commit to no less than six months, with the option for additional time if still working toward the completion of their educational program and approved by the President/CEO of Rally ATX.

Internship Benefits

- Gain real-world experience in nonprofit and government communications and marketing. Build a robust portfolio of materials used by Rally Austin and distributed to key partners. Firsthand experience in public relations, social media management, and design, with learning and mentorship in community engagement, economic development, and fundraising.
- **Pay Information:** Compensation will be determined during the selection process. Applicants can expect an hourly compensation of \$20-25/hour for consideration.

Rally Austin was created to advance partnerships within the community that secure equitable and inclusive development for all Austinites. Therefore, it is critical to the mission and essential to day-to-day operations for representatives of the organization to lend their own unique, lived-experiences while embracing, celebrating, and encouraging the lived-experiences of others in the shared pursuit of diversity, equity, and inclusion. Leadership of Rally Austin seeks to go beyond being an affirmative action and equal opportunity employer by creating a team and workplace as open and inspiring as the outcomes the organization seeks to achieve for an inclusive Austin of the future.

Interested applicants are welcomed to direct questions regarding salary and benefits, the job description and the organization to David Colligan, Chief Operating Officer for Rally Austin, via email (david@rallyaustin.org). Those seeking to apply for the position should provide a cover letter and resume to David Colligan, using the email above. Review and consideration are on a rolling basis until the right team member is found.

Required Registration: Texas Internship Challenge

This position is supported by the **Texas Internship Challenge**, a state-led initiative encouraging paid internships across Texas. All candidates must register and apply through the [Texas Internship Challenge website](#). Detailed instructions are available in this [step-by-step guide](#).