Position Title: Legislative Intern
No. of opening: 2

Internship is available: Fall, Spring and Summer
Is this a paid internship: No

High School Students: Yes (grads 11th and 12th)
College Students: All grade levels

Can students receive school course credit: Yes (Pending School Approval)
Hours per week: 20

Basic Function: Perform a variety of tasks to enhance the effectiveness of the office; assists in research on legislative issues and outreach to the communities in the district.

Report to: District Director and assigned supervisor.

Job Responsibilities:

- Answer telephones.
- Pick-up and sort mail.
- Write letters and memoranda.
- Assist staff with data entry into legislative database (LCMS) for constituent services and legislative concerns.
- Assist staff with preparing reports on legislation and events hosted Assemblymember.
- Staff meetings with Assemblymember on the issue areas assigned.
  - Staffing includes taking meeting notes, researching legislative issues or constituent concerns, and conducting informational briefings with the Assemblymember.
- Assist in outreach efforts to community organizations in the district.
- Attend events and meetings with Member/District Staff.
- Prepare correspondence letters and e-mails through LCMS.
- Assist with coordinating or planning District events.
- Assist District Director and Media Coordinator with creating publicity and promotions including quarterly newsletter, posters, and flyers.

Qualifications:

Excellent interpersonal skills, enthusiasm, dependability, has initiative and willingness to help others, flexibility to work some evening and weekends, ability to speak in public, strong writing skills, ability to prioritize, office experience, proficient in using MS Word, PowerPoint and Publisher are desired skills and knowledge.

We value all of our interns and go the extra mile to make sure you receive a learning experience that fits your career goals. You will become extremely knowledgeable in legislation/policy and constituent services. You will also learn how to work in a professional environment and have ample opportunity to network with State and district organization leaders and other professionals in the 79th District.

To apply, please submit an application, resume (including three references), and cover letter to:

LaShae Collins, District Director
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