Intern Job Summary

We are seeking an energetic, responsible intern to join J. Whalen Associates. In this position, you will be expected to learn the ins-and-outs of our daily routines and procedures. Our organization specializes in unique political challenges facing development projects in the San Diego region.

Intern Duties and Responsibilities

- Answer phone inquiries, direct calls, and provide basic company information; oversee mail deliveries, packages, and couriers;
- Perform clerical duties, take memos, maintain digital files, and organize documents; photocopy, fax, etc. as needed;
- Assist in preparing information and research materials;
- Take notes and memos during meetings; type documents, drafts, and reports; sort and manage files;
- Manage databases and input information, data, and records;
- Research and gather information on federal, state and local policy that affects our projects;
- Update company calendars and company website;

Intern Requirements and Qualifications

- High school degree or equivalent; must be enrolled in an accredited university/college program to receive credit;
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel);
- Must be 18 years of age;
- Excellent written and verbal communication skills;
- Self-starter, ability to use one’s own discretion;
- Energetic and eager to tackle complicated projects and ideas;
- Demonstrate confidentiality of sensitive information;

Intern Opportunities

- Interface with key political players working in the City and County of San Diego;
- Attend Planning Commission, City Council, Board of Supervisor Hearings (schedule permitting);
- Attend company functions and community events;
- Shadow multiple office positions and observe a variety of roles;
- Project site visits;

Schedule

- January-May 2020 (flexible schedule)
- Approximately 10 hours per week (flexible schedule)