

Intern with Senator Gonzalez

**** Due to the current Covid-19 health crisis, this District Office internship opportunity is remote only. Candidates must have access to Wi-Fi, a telephone, and a laptop/computer with audio and camera capabilities.**

One of the best ways to learn the inner workings of government and your community is through a State Senate internship. Senator Lena Gonzalez is looking for bright, self-motivated, energetic individuals who are interested in learning the dynamics of working in a legislative office.

Description:

As an intern, you will provide support to staff with legislation, events, constituent services, and special projects. We accommodate interns with a flexible schedule; nevertheless, we ask for a minimum of 10 hours per week. The office will work with applicants who are requesting to receive undergraduate or graduate credit. Internship terms will be determined based on availability and needs of the office.

District Office Internship Responsibilities:

- Attend and participate in remote teleconferences and webinars
- In a learner capacity, assist with outreach at community events
- Assist with data entry
- In a learner capacity, assist District Representatives with constituent requests and casework
- Work with staff on special projects and assignments
- Read and summarize state reports
- Perform outreach to community leaders, constituents, and interest groups
- Other miscellaneous tasks, as required

Press/Communications Internship Responsibilities:

- Assist with compiling daily morning news clips and news roundups for the Senator and staff
- Assist with creating media reports pertaining to issue areas or legislation
- Help with special projects for the Senator's Communications staff
- Direct phone traffic and press questions
- Assist with press events
- Assist with creating graphics for the Senator's social media pages
- Create social media content and planning social media calendars
- Curate press distribution lists
- Perform general office tasks (filing, entering data, scanning, photocopying, etc.)

Desired Qualifications:

We are seeking candidates with a strong interest in public policy, community organizing, writing, political science, economics, communications, public relations or a similar area of study. Applicants with these areas of interest will find the California Senate internship a rewarding and fulfilling experience.

Desired Skills:

- Interest in local and State issues
- Excellent written and oral communication skills
- Strong organizational skills and ability to work with minimal supervision
- Critical thinking and creative problem solving
- Ability to manage multiple tasks and competing deadlines simultaneously
- Proficient in using Microsoft Word and Excel
- Assist in research and planning of upcoming events and projects
- Research issues in response to community inquiries
- Assist with office procedures, correspondence, telephone inquiries and special projects
- Have the ability to work in a professional and fast-paced environment
- Fluency in a second language is beneficial

How to Apply:

1. Download and complete the PDF internship application form below.
2. Write a cover letter that elaborates on your interest in this internship, your skills, and any other information you would like us to consider.
3. Include an updated resume.
4. Email your PDF application, cover letter, and resume with the subject line “APPLICATION: Internship Program” to Senator Gonzalez’s office District Director Abigail Mejia at Abigail.Mejia@sen.ca.gov.

PLEASE COMPLETE THE FOLLOWING:

PERSONAL INFORMATION

First Name * _____

Last Name * _____

Home Address * _____

City/Town * _____

ZIP/Postal Code * _____

Email * _____

Phone * _____

School / College / University _____

Graduation Date/Expected Graduation Date _____

Major / Area of Study _____

What internship program are you applying for?

_____ District Office Internship

_____ Press/Communications Internship

Please check all areas of interest to you:

_____ Education

_____ Transportation

_____ Public Safety

_____ Labor

_____ Women's Issues

_____ Health

_____ Environment

_____ Business

_____ Digital Equity

_____ Veterans

_____ Housing

_____ Constituent Services

_____ LGBTQ+

_____ Other (please list): _____

Check those with which you have proficient working experience:

_____ Microsoft Outlook

_____ Microsoft Word

_____ Microsoft Excel

_____ Microsoft Power Point

_____ Copy Machine

_____ Fax Machine

_____ Filing Documents

_____ Data Entry

_____ Mail Merge

_____ Adobe Photoshop

_____ Canva

_____ Facebook

_____ Twitter

_____ TikTok

Please answer the following questions.

Why do you want to intern for Senator Lena Gonzalez?

What are you looking to get out of this internship experience?

What are your long-term goals?

Are you able to commit at least 10-12hrs per week? Yes / No

What days and hours are you available?