Internship with Assemblymember Bill Monning
The Santa Cruz District Office of Assemblymember Bill Monning is seeking dedicated interns for ongoing internships. This is a wonderful opportunity for students to gain valuable experience working in a state legislator’s district office. Assemblymember Monning is seeking driven students who are capable of working independently on a variety of issues.

Intern Responsibilities:
- General Office Tasks: Interns will compile news clips, open and sort mail, answer phones, and greet and direct constituents.
- Legislative Database Use: Interns will be trained to use the California Assembly’s database system for data entry on constituent/issue contact, to research legislation and to conduct constituent casework.
- Constituent Correspondence: Interns will research various pending legislative and general issues and construct responses to constituent concerns and questions.
- Constituent Casework: Interns will contact and directly work with a variety of state agencies and offices to resolve complicated constituent requests and issues. Interns will be assigned cases of increasing difficulty as they familiarize themselves with the state system.
- Legislative Research: Interns will research, summarize and brief staff on various district issues and pending legislation of constituent concern.

Skill Level:
Interested students must have very strong writing and communication skills, ability to take direction, an interest in public service and a willingness to commit at least 8 hours per week.

To Apply: Interested students should submit a cover letter, resume and one page writing sample to:
Office of Assemblymember Bill Monning
Attn: Adam Spickler
701 Ocean Street, Suite 318-B
Santa Cruz, CA 95060
Email: adam.spickler@asm.ca.gov (preferred)
Fax: 831-425-2570

For additional information please call 831-425-1503. For more information about Assemblymember Monning, please visit: http://asm.org/members/a27/.