**Assemblymember Gail Pellerin**

Organization/Agency: **Office of Assemblymember Gail Pellerin** – Student Internships

Date: Ongoing Supervisor/Sponsor: **Lisette Jones**

Supervisor/Sponsor title: Field Representative, Asm. Pellerin

Address: 701 Ocean Street, Suite 318-B, Santa Cruz, CA 95060

Email: lisette.jones@asm.ca.gov Phone: 831-425-1503

Website: <https://a28.asmdc.org/>

**Internship with Assemblymember Gail Pellerin**

The Santa Cruz District Office of Assemblymember Gail Pellerin is seeking dedicated interns. This is a wonderful opportunity for students to gain valuable experience working in a state legislator’s district office. Intern must be able to work in person in Santa Cruz District Office.

**Intern Responsibilities:**

General Office Tasks: Compiling news clips, opening and sorting mail, answering phones, creating certificates of recognition and greeting and directing constituents.

Constituent Correspondence: Researching various policy and local issues and constructing response letters to constituents.

Constituent Casework: Contacting liaisons with state agencies to resolve a wide variety of constituent requests and issues.

Legislative & District Research: Researching, summarizing and briefing staff on various policy or budget issues and conducting outreach to stakeholders. Researching and familiarizing Field Representatives and the District Director with the resources in the new district boundaries.

**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 to at least 8 but no more than 15 hours of work per week.

**To Apply:** Interested students should submit a cover letter, resume and one page writing sample to:

Office of Assemblymember Gail Pellerin

Attn: Lisette Jones

701 Ocean Street, Suite 318-B

Santa Cruz, CA 95060

Email: lisette.jones@asm.ca.gov (preferred)

Phone: 831-425-1503

For additional information please call 831-425-1503. For more information about Assemblymember Pellerin,

 please visit: <https://a28.asmdc.org/>