



GAIL PELLERIN
Assemblymember, District 28

DISTRICT OFFICE INTERNSHIP

INTERNSHIP WITH ASSEMBLYMEMBER GAIL PELLERIN

The Santa Cruz and Santa Clara County District Offices of Assemblymember Gail Pellerin are 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 one of our District Offices.

RESPONSIBILITIES:



General Office Tasks:

Compile news clips, open and sort mail, answer phones, create certificates of recognition, and greet and direct constituents.



Constituent Correspondence:

Research various policy and local issues and construct response letters to constituents.



Constituent Casework:

Contact liaisons with state agencies to resolve various constituent requests and issues.



District Research:

Research, summarize, and brief staff on various policy or budget issues and conduct outreach to stakeholders.

DESIRED SKILLS:

Interested students must have very strong writing and communication skills, the 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:

Please specify if you want to intern in the Santa Cruz or Santa Clara Office. Interested students should submit a cover letter, resume, and a one-page writing sample to:



Apply by scanning the QR Code or visit:
tinyurl.com/intern4asmpellerin

For additional information, please call **831-425-1503**.

For more information about Assemblymember Pellerin, please visit: asmcd.org/pellerin or scan the QR code.