

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
PAID INTERNSHIP
OFFICE OF SENATOR JOHN LAIRD
(REMOTE POSITION)**

Are you looking for an exciting and fast-paced internship opportunity to learn in an environment with staff who are actively working on critical legislation to improve California, address issues in our communities and to meet the needs of all Californians? Consider the California State Senate and be part of an organization that serves to strengthen the State through dedicated service to all. We are looking for enthusiastic and motivated individuals to join our team. If you are interested in a challenging opportunity in a high-energy, team-oriented environment, you are encouraged to apply.

BASIC FUNCTIONS AND DUTIES:

In a learner capacity, the intern supports Capitol Office staff performing tasks including, but not limited to, answering constituent and advocate questions via email or phone, providing mentored support to legislative staff, and performing basic office support such as formatting correspondence, assisting with preparing legislative packets, and other activities of a professional office.

DESIRABLE SKILLS AND KNOWLEDGE:

Strong oral and written communication skills are essential, in addition to proficiency with Microsoft Office (including Word, Excel, Powerpoint and other computer applications) and PC's. A familiarity with legislative culture and process is preferred.

LOCATION, SALARY AND FILING DATE:

This position will be working remotely.

Salary is \$15 per hour.

No benefits are provided with this classification.

Applications will be accepted until the position is filled.

SUBMIT COVER LETTER, RESUME, AND SENATE EMPLOYMENT APPLICATION TO:

Richard Stapler, Chief of Staff

Office of Senator John Laird

richard.stapler@sen.ca.gov

The Senate application form is available through the Senate job webpage:

www.senate.ca.gov/senatejobs

The California State Senate values diversity at all levels of the organization and is committed to fostering an environment in which employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. The Senate believes the diversity of our employees and their unique ideas

inspire innovative solutions to strengthen our ability to support the legislature. Join the California State Senate and help us support California communities.

Date Posted: 05/09/2022

