

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

Are you looking for an exciting and fast-paced paid 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. Internship will be through the end of the year with the possibility of renewal.

BASIC FUNCTIONS AND DUTIES:

In a learner capacity, the intern supports District Office staff performing tasks including, but not limited to, answering constituent phone calls and requests, and following up accordingly; reviewing constituent emails and correspondence, and drafting constituent letters; conducting research on current and future legislation; attending community events, select committee hearings, and various meetings; shadowing Sen. Durazo at events, briefings, and internal meetings; and monitoring news sources and conducting research for media projects.

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 provided with this classification.

Applications will be accepted until position is filled.

If you are offered this position and are vaccinated, you will be required to submit a copy of your COVID vaccination card with your new hire paperwork

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

Steve Veres, District Director
Office of Senator Durazo
Steve.Veres@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 06/09/2022

