

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
PAID INTERNSHIP
DISTRICT OFFICE OF SENATOR SKINNER – OAKLAND**

Sen. Skinner is committed to training, mentoring, and exposing young leaders to government and public service and offers interested high school and college students a hands-on and engaging internship opportunity. She seeks individuals with strong organizational skills, commitment, and a passion to learn.

BASIC FUNCTIONS AND DUTIES:

- 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. Skinner at events, briefings, and internal meetings; and
- Monitoring news sources and conducting research for media projects.

Season	Internship Dates*	Application Due Date
Summer	May - Aug	April 16
Fall	September – December	Rolling
Winter/Spring	January – May	Rolling

*Internship may vary by school

PAID INTERNSHIP REQUIREMENTS:

Internships are designed to be an educational experience. They require a commitment of at least 10 hours/week.

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 RESUME, INTERNSHIP APPLICATION, AND SENATE EMPLOYMENT APPLICATION TO:

Valerie Johnson at Valerie.Johnson@sen.ca.gov using the subject line: **ACTION: Skinner Internship Application.**

[Click here](#) for a copy of the Internship employment application.

[Click here](#) for a copy of the Senate employment application.