



# INTERNSHIP PROGRAM

The District Office of **State Senator Ben Allen** is seeking motivated and hard-working interns to assist staff on a wide range of projects related to constituent services, event coordination, field work, and local policy issues. Interns learn the intricacies of state government, policy, constituent service, and community engagement in a fast-paced environment.

Preference will be given to candidates who commit to a 6-month internship, however, 3-month internships are also available. To be considered for the internship, candidates must be available for a minimum of 16 hours/week, however, ideal candidates are available a minimum of 20 hours/week.

**State Senator Ben Allen** represents the 26th Senate District, with 935,000 constituents residing in the Westside, Hollywood, and South Bay communities.

<http://sd26.senate.ca.gov/>

## Skills and Qualifications:

- Excellent oral and written communication skills
- Exceptional research and analytical skills
- Ability to work independently and collaboratively
- Outstanding organizational and interpersonal skills
- Passion for public service and strong interest in policy and community issues
- Demonstrated maturity, good judgment, professionalism and ability to multi-task
- Computer literacy and proficiency in Microsoft Office

## Responsibilities and Tasks:

- Researching issues and policies
- Drafting memos, talking points, correspondence and press materials
- Responding to constituent inquiries and casework
- Staffing at community meetings and events
- Social media
- Administrative tasks

## Benefits of Internship:

- Building relationships with professionals in the field
- Developing a greater understanding of all levels of government, policy, advocacy and community relations
- Access to various community events
- Acquiring experience in government
- Having a tangible, positive impact in the community

Internships at this time are unpaid and require candidates to travel to the district office in Redondo Beach.

**Interested applicants should send a resume, cover letter and two brief writing samples to**

[James.Reina@sen.ca.gov](mailto:James.Reina@sen.ca.gov)