INTERNSHIP POSITION ANNOUNCEMENT

The California Governor’s Office of External Affairs is seeking interns for its Northern California District Office this Fall 2020 semester.

POSITION BACKGROUND

The Governor’s Office of External Affairs engages with state and local elected officials throughout California, meeting with, building relationships with, and collaborating on projects with community stakeholders. The office is dedicated to providing student interns hands-on, substantive learning opportunities.

Working with our diverse team, interns can expect to learn about governmental and public affairs through a variety of different tasks, such as attending Zoom meetings with local and state officials and community leaders regarding COVID-19 updates and other pressing issues, maintaining and updating contact information on stakeholders and community leaders, providing background information for meetings, as well as helping communities understand local health ordinances or power shutoffs. Other day-to-day tasks and duties may be assigned at the discretion of the regional director or coordinator of the office.

TIME COMMITMENT

- The internship will be completely virtual and last for one semester (Fall 2020).
- 10-15 hour per week availability
- Final schedules will be coordinated with the regional director and coordinator of the office.
- Expected start date: As soon as possible.

QUALIFICATIONS

- A quick learner, someone who shows initiative
- Ability to follow instructions
- High level of organizational and communication skills
- Careful attention to detail and proofreading skills
- Ability to engage in daily tasks and longer term projects both independently and collaboratively
- Strong computer skills and Microsoft Office Suite proficiency

REQUIREMENTS

- Must be currently enrolled as a SF State undergraduate or graduate student. All majors are welcome to apply.
- This is an unpaid internship and applicants must be able to receive academic credit for this learning experience. It is recommended that applicants work with their specific department within their major, faculty advisor, or academic resource center to learn about and how to receive internship credit.

TO APPLY

- Those interested can send their resume and cover letter to Robel Kelkile at robelkelkile@sfsu.edu by Friday, September 11. Cover letter can be addressed to Elmy Bermejo, regional director of Northern California.
- For any questions, please reach out to Robel or Frances Johnson at francesjohnson@sfsu.edu.
- If invited, interviews will occur on a rolling basis.
- Students who have not previously interned with elected officials are encouraged to apply.