



**GAIL PELLERIN**  
 Assemblymember, District 28

# DISTRICT OFFICE INTERNSHIP



## INTERNSHIP WITH ASSEMBLYMEMBER GAIL PELLERIN

The Santa Cruz and Santa Clara County District Offices of Assemblymember Gail Pellerin are seeking dedicated interns. This is a wonderful opportunity for students to gain valuable experience working in a state legislator’s district office. Intern must be able to work in person in one of our District Offices.

### RESPONSIBILITIES:



**General Office Tasks:**

Compile news clips, open and sort mail, answer phones, create certificates of recognition, and greet and direct constituents.



**Constituent Correspondence:**

Research various policy and local issues and construct response letters to constituents.



**Constituent Casework:**

Contact liaisons with state agencies to resolve various constituent requests and issues.



**District Research:**

Research, summarize, and brief staff on various policy or budget issues and conduct outreach to stakeholders.

### DESIRED SKILLS:

Interested students must have very strong writing and communication skills, the ability to take direction, an interest in public service, and a willingness to commit to at least 8 but no more than 15 hours of work per week.

### TO APPLY:

Please specify if you want to intern in the Santa Cruz or Santa Clara Office. Interested students should submit a cover letter, resume, and a one-page writing sample to:



Apply by scanning the QR Code or visit:  
[tinyurl.com/ASMPPELLERININTERN](https://tinyurl.com/ASMPPELLERININTERN)

For additional information, please call **831-425-1503**.  
 For more information about Assemblymember Pellerin, please visit: [asmcdc.org/pellerin](https://asmcdc.org/pellerin) or scan the QR code.