Los Angeles Assemblymember Holly J. Mitchell is seeking college students to serve as interns in her 47th AD District Office. Those interested in a District office experience will work with staff on numerous constituent issues, conduct research on a variety of topics, assist with correspondence and accompany staff to events in the 47th Assembly District.

Responsibilities include:

**Constituent Services**
One of the most important tasks of a legislator is to satisfy the needs of the constituents in his/her district. Constituents need to feel that the individual they elected to office is working hard for them and the community. Constituents request assistance for issues such as social security, community and school development, higher education, child support, and elderly support services. Interns will be asked to respond to constituent requests, to make calls on their behalf, and to help track those issues to resolution.

**Attending Meetings**
Constituent groups often invite the Assemblymember and/or her staff to attend meetings, events, etc. There will be opportunities to represent the member and the office at various functions and report back on pertinent information.

**Administrative Support**
A district office intern must accurately and efficiently perform administrative tasks needed to keep the district office functioning. This includes answering the telephone, taking messages, filing, confirming attendance to events, drafting speeches, letters, meeting notices and memos.

A summary of Responsibilities include (but not limited to):
- Legislative research and correspondence
- Handling constituent cases and concerns
- Regular maintenance of office records
- Assisting with administrative tasks in office

Requirements
- Good written, oral and organizational skills
- Professional office and telephone demeanor
- A basic knowledge of government and an interest in learning more about California State government
- Analytical and detail oriented

**College credits may be applicable if approved by the applicants' college or university.**

Internship - During summers or during the school year - is a great way to get experience and to build up your resume! Contact our Office Manager, Sonia Lopez by email at sonia.lopez@asm.ca.gov or call 310-342-1070 if you are interested.
Office of Assemblywoman Holly J. Mitchell
District Office Internship Application

Thank you for your interest in our internship program with Assemblywoman Holly J. Mitchell. Please provide the following background information.

Full Name: ______________________ Phone Number: ______________________

Address: ______________________ Cell Phone: ______________________

Email address: ______________________

School/College/University: ______________________

Grade/Year (Fr/So/Jr/Sr): _______________ Major/Study (if any): ______________________

Indicate your available dates for Internship: ______________________

What is an ideal number of hours you would like to work during your internship?

Please be sure to answer the following questions in a separate cover letter.

1) What policy issues are you most interested in and why?

2) Why are you interested in working with the Office of Assemblywoman Holly J. Mitchell?

3) What do you want to gain or learn from your internship experience?

While there is no deadline, internship opportunities are available as slots are available. Please fax or email this application, your cover letter and resume to sonia.lopez@asm.ca.gov

If you have questions, please contact our office at 310-342-1070.