



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assemblymember Nick Schultz
Classification: Paid Intern
Location: 3500 W. Olive Ave., Burbank

Assemblymember Nick Schultz is seeking a paid intern to join his Burbank District Office. Under the direction of the District Director, the intern will have an opportunity to learn about the operations of an Assembly district office, which includes assisting with general administrative tasks, drafting responses to constituent requests and answering phones, assisting with legislative research, exposure to constituent casework, certificates of recognition, and working in coordination with the team on various community events.

Candidates should have knowledge of the 44th Assembly District and state issues, and an interest in learning about the legislative process and how state government can serve constituents. Candidates must possess strong written and oral communications skills, be able to work well in a fast-paced, team environment, and be proficient in Microsoft Word and general office tasks.

The internship term is up to 4 months, and the ideal candidate will be able to work up to 35 hours per week, 7 hours per day. The compensation for the paid internship is \$20 per hour and is not eligible for benefits.

Contact: Please submit a cover letter and resume to Assemblymember.Schultz@assembly.ca.gov. In the subject line, please include: Attn: District Director – Paid Internship.