

Qualifications:

- Highly organized and able to multitask
- Able to work proactively in a fast-paced environment with competing priorities
- Able to prioritize, track, and meet deadlines
- Strong attention to detail and follow through on assigned tasks
- Strong written and verbal communication skills
- Work well with others
- Have reliable transportation to the District Office and to attend events

Roles & Responsibilities:

- Answer the phones with professionalism, take messages accurately, and follow protocol to transfer calls and/or support the needs of the caller.
- Use the Legislative Constituent Management System (LCMS) database, including for data entry, searching for constituents, recording legislative support and opposition, and tracking and managing constituent cases in real time.
- Become proficient in the use of the Legislative Information System (LIS) database as a research tool.
- Monitor the Member's legislative priorities and draft constituent response letters.
- Join District staff in organizing and attending meetings and events on Member's behalf, support with notetaking and follow up action items
- Research and monitor District issues
- Track and follow the state's legislative session as it impacts AD-14
- Assist District staff with other tasks as assigned

The hourly schedule may vary week by week but must be previously agreed upon with supervisor. Successful interns may be considered for full-time employment opportunities based on performance, demonstrated skills, and organizational needs.

Contact: Please submit a cover letter, resume, and writing sample to ilaf.esuf@asm.ca.gov. Applications will be accepted until the position is filled.