



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assemblymember Chris Ward

Classification: Paid Student Intern

Office Location: 2700 Adams Avenue, Suite 102, San Diego 92116

Salary: \$20/hour

Posted: July 18, 2024

Assemblymember Chris Ward is seeking a Student Intern to work in the 78th Assembly District Office for the Fall Quarter/Semester beginning in October 2024. Under the direction of the District Director and staff, the Student Intern will have an opportunity to learn the legislative process, which includes exposure to casework, constituent letters, certificates of recognition, and district office events.

The Student Intern should have knowledge of district and state issues. Familiarity with the greater San Diego Community and issues facing the region is desired, but not necessary. The ideal candidate would be interested in learning about the state legislative process, bill development, and how state government interacts with other governmental entities.

Candidates must possess outstanding written and oral communication skills and attention to detail. Superb writing skills and the ability to communicate clearly and concisely under tight deadlines. The ideal candidate will be able to work efficiently and effectively under pressure and be proficient in Microsoft Office and PCs.

Contact: Please submit a cover letter, résumé, and 1-2 references to Assemblymember.Ward@assembly.ca.gov. In the subject line, please write, Attn: District Director.

Applications will be accepted until August 16. The internship start date is flexible and dependent on candidate's class schedule. The internship will last up to four months, beginning in October 2024 and extending until January or February 2025.