



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assemblymember Dixon

Classification: Student Intern (Unpaid)

Posted: March 23, 2023

Office Location: 4100 MacArthur Blvd., Suite 340, Newport Beach, CA 92660

College students interested in public service and state government are encouraged to apply to intern for Assemblymember Dixon. Working in her district office will provide a unique perspective on how to help constituents resolve issues they have with the California state government. In addition, they will learn how Assemblymember Dixon represents constituents, local governments, businesses and special interests from the 72nd Assembly District in Sacramento.

Under the direction of District Staff, the Student Intern will have responsibilities including but not limited to:

- Answering the District Office phone and following up accordingly
- Manage district mail
- Sort Public email accounts
- Draft constituent response letters
- Assign Casework requests
- Sort Bill Comments
- Attend community events with District Staff
- Assist with scheduling requests
- Assist the District Staff with event set up, breakdown, and coverage
- Create Certificates of Recognition
- Assist staff with tasks
- Help generate interesting social media content
- Support with creating content for district wide newsletters
- Assist with Town Hall and Community Coffee organization
- Join the Assemblymember on meetings or tours that occur in District

Contact: Please submit a writing sample* and resume to Janine Eggers at Janine.Eggers@asm.ca.gov. Applications will be accepted until the position is filled.

*The writing sample can be a previous assignment. There is no prompt. One page minimum.

INTERN APPLICATION FOR ASSEMBLYMEMBER DIXON

Name _____

Current Address _____

Permanent Address _____

Email Address _____ Cell _____

Days and hours available? _____

College/University currently enrolled in: _____

Graduation Date: _____ Major _____

References

Please list two professional or educational references:

Reference #1 Name _____

Organization & Title _____

Phone _____ Email _____

Reference #2 Name _____

Organization & Title _____

Phone _____ Email _____

Please answer the following questions:

1. Please list all organizations with which you are affiliated, along with all academic honors or activities: _____

2. Are you legally authorized by the U.S. to be in the U.S. during your internship?

NOTE:

**** Must be at least 18 years old.**

**Must have reliable transportation to attend in-person meetings and events.

**This position is 100% in-person in her District Office or at events within the 72th Assembly District.

This position may occasionally involve weekend or evening work.

We are willing to work with your school schedule as long as it is communicated and approved in advance.