California State Assembly
INTERNSHIP PROGRAM

IAN C. CALDERON
MAJORITY LEADER
57TH ASSEMBLY DISTRICT

DISTRICT OFFICE:
13181 Crossroads Parkway North, Suite 160
City of Industry, CA 91746-3497
(562) 692-5858
Fax (562) 695-5852

CAPITOL OFFICE:
State Capitol, P.O. Box 942849
Sacramento, CA 94249-0057
(916) 319-2057
Fax. (916) 319-2157

E-MAIL:
Assemblymember.Calderon@assembly.ca.gov

WEBSITE:
asmdc.org/calderon

ASSEMBLY WEB SITE:
asm.ca.gov

REV. 2/13
California State Assembly

INTERNSHIP PROGRAM

The California State Assembly District Office Internship Program offers high school and college students a unique opportunity to participate in and experience the work of a state assembly office. The program exposes students to district office operations and the grassroots activities of a legislator’s work. These experiences include working with constituents, conducting community outreach efforts, assisting community-based organizations, organizing civic events and projects, database development and upkeep, staffing the office, and other activities.

Internships are available to all part-time or full-time students 15½ years of age or older. Depending on their high school or college programs, students may also receive different types of school credits for participating as an intern.

Many legislators and senior policy staff began their careers by interning in a district office. It is an invaluable way to gain a true understanding of California’s democratic process, as well as an excellent opportunity to make important contacts while serving the community.

Interns will gain valuable education and work experience by fully participating in agreed-upon hours of work. All internship work is voluntary and students will not receive any monetary compensation.

If you are interested in participating in the 57th Assembly District Office Internship Program, simply complete the attached application and submit it with the required writing sample to:

Majority Leader Ian C. Calderon
Internship Program
13181 Crossroads Parkway North, Suite 160
City of Industry, CA 91746

For more information visit my website at: asmdc.org/calderon

As space becomes available, qualified candidates will be invited for an interview. Thank you for your interest in this very unique opportunity to serve your community. I look forward to your participation. If you have any questions, please call (562) 692-5858.

Best regards,

Jan Calderon
PROGRAM DESCRIPTIONS

PUBLIC AFFAIRS:
Duties include writing newsletter articles, public service brochures and mail to inform constituents about issues that affect them.

COMMUNITY OUTREACH:
Community outreach projects include special event preparation and staffing. Interns will be allowed to attend community meetings with staff.

RESEARCH:
Duties require the intern to perform extensive research on legislation and write reports based on findings.

CONSTITUENT SERVICE:
Interns will help constituents with problems by contacting government agencies. This will require extensive writing skills.

ADMINISTRATIVE STAFF:
The District Office has several administrative systems, which require maintenance and organization. An administrative intern would assist with data entry and other information system management.
# INTERNSHIP PROGRAM APPLICATION

**NAME**

**ADDRESS**

**CITY / STATE / ZIP**

**HOME PHONE NUMBER**

**E-MAIL**

**HIGH SCHOOL**

**COLLEGE (IF APPLICABLE)**

**EARLIEST START DATE**  ____ / ____ / ____  

**EXPECTED END DATE**  ____ / ____ / ____

**EXPECTED HOURS AND DAYS PER WEEK**

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(Example: M 9-5)

**VOLUNTEER/EMPLOYMENT EXPERIENCE**  
(No experience is necessary.  
*Example: Red Cross  Volunteer Coordinator  10/5-12/5, 2013*)

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**SPECIAL SKILLS**

- [ ] DATABASE
- [ ] WORD PROCESSING
- [ ] SPREADSHEET
- [ ] RESEARCH SKILLS
- [ ] WRITING SKILLS
- [ ] OTHER

**INTERESTS/HOBBIES**

[ ]

[ ]

[ ]

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[ ]

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**GOALS**

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**WRITING SAMPLE**  Applicants must submit a writing sample, 500 words or less. Please return the completed application along with your writing sample to:

**MAJORITY LEADER IAN C. CALDERON**

57TH ASSEMBLY DISTRICT, INTERNSHIP PROGRAM

13181 CROSSROADS PARKWAY NORTH, SUITE 160

CITY OF INDUSTRY, CA 91746-3497