



Internship Opportunity: California State Assembly District – 67th
District Office

Internship Position: Assembly Office Internship

Organization Background

Our State Assembly district office is a customer service organization. Our office works to respond quickly to the needs of all of our district's constituents. In addition, the district office actively participates in community events and works hard to establish solid relationships with local business and community leaders. Interns in Assemblywoman Melendez's district office will be involved in the implementation of programs that work to accomplish both of these important goals.

Key Responsibilities

Interns will perform a wide variety of tasks geared toward assisting the Assemblywoman and her staff in serving the constituents of Assembly District 67. Examples of tasks include constituent correspondence, research projects, aiding with district office events and programs, maintaining and operating databases, internet searches, working with government agencies, and performing general office duties. Interns should be of the highest integrity and be creative, pro-active self-starters able to work with little supervision. Professional and modest dress is required and must be adhered to.

Qualifications/Minimum Requirements

Interns should be of the highest integrity and be creative, pro-active self-starters able to work with little supervision. Professional and modest dress is required and must be adhered to.

Additional Information

Desired Hours Per Week:	7- 8
Compensation:	Unpaid. Students can earn academic credit for the internship through Cooperative Education classes.
Position Start:	Fall 2018

You can earn college credit for your job or internship. Contact the Cooperative Education Department for more information at 760.744.1150 x2354 or CoopEd@palomar.edu <https://www2.palomar.edu/pages/cooped/>



Position End: 12/15/2018, with potential to renew

Location: 41391 Kalmia St. #220
Murietta, CA 92562

Website: <https://ad67.asmrc.org/>

If you are interested in this internship, please contact:

Jason Jarvinen
Work Experience Coordinator
Palomar College
jjarvinen@palomar.edu
760.744.1150 x2355

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