

## OFFICE OF COUNCILMEMBER CHRISTOPHER WARD

### THIRD COUNCIL DISTRICT

Are you interested in local government? Are you a current college or high school student wanting to learn new skills and build your resume? If so, you should consider applying for an internship in our office. We are looking for bright, self-motivated, energetic individuals who are interested in learning the dynamics of working in a legislative office while making an impact in their community.

City Council interns assist with organizing community based events, constituent casework, and everyday involvement with the Third District. As an intern you will support staff with special events, constituent services, and special projects related to the City Council office's general administrative duties.

#### **Essential duties include:**

- Active involvement in monitoring local issues, current events and relevant legislation;
- Assist with research and planning of upcoming events and projects;
- Provide accurate and complete information in response to constituent inquiries and community issues;
- Assist with and maintain office procedures, routine correspondence, telephone inquiries and special projects;
- Develop clear knowledge and understanding of principles, functions, practices and operations of the San Diego City Council;
- Assist with responding to a variety of constituent inquiries and issues.

#### **Desired qualifications**

- The ideal candidate must be enrolled in an educational program upon the start of the internship. The ideal candidate will have an interest in public policy, community organizing, political science, economics, English, communications, public relations or a similar area of study or career path.
- Interns must be able to work 8-20 hours per week. Office hours are M-F 8:30am-5:00pm with some events during the evening and weekends that can also be used to fulfill hours requirement. Hours scheduling can be fixed or flexible based on an intern's schedule.

#### **Benefits**

- Although unpaid, interns receive important benefits like working directly with elected officials, community leaders and local residents on issues and events related to the Third District. Interns may also qualify for internship credit from their university or school, as well as earn a letter of recommendation from the City Councilmember.

*Applications are accepted on a rolling basis.*

Please contact Brittany Bailey at [bnbailey@sandiego.gov](mailto:bnbailey@sandiego.gov) to apply.