



Student Intern Description

The Office of Supervisor Nora Vargas, Vice Chair of the San Diego County Board of Supervisors, is seeking a highly motivated and creative interns. The student intern program is an educational opportunity to learn about the inner workings of our SD County government.

The goal of the program is to equip our youth with the skills and knowledge to consider a career in government or public service. This is an opportunity for you to fulfill your community service hours or internship requirements.

The intern program is a **12**-week program and requires a minimum of **16** hours per week commitment.

RESPONSIBILITIES:

- Conduct research on areas of high priority for the Supervisor
- Assist the team in drafting background for board letters, fact sheets, letters of support, and talking points
- Monitor e-comments/letters of support and ensure they are routed to the appropriate staff for awareness
- Attend community meeting on behalf of the Supervisor and presenting certificates of recognition
- Assist with administrative work, answering phones, constituent correspondence and general support for the team

SKILLS, EXPERIENCE, COMPETENCIES:

- Excellent attention to detail and proof-reading skills
- Strong critical thinking and writing skills, with the ability to adapt content to different audiences
- Ability to work collaboratively and independently and within a team in a fast-paced, high-expectation environment.
- The office is open from Monday – Friday from 9:00 a.m. – 5:00 p.m. Interns should be flexible and willing to attend early, morning and occasional weekend events. Scheduling can be tailored to accommodate school and work commitments.

TO APPLY:

Interested applicants should email a cover letter, resume, one short essay describing your personal background, interests and why you are applying (500 words or less). If you are under 17, you do not need to submit a resume.

antionettem.velasquez@sdcounty.ca.gov with Internship in the subject line.

Note: *the internship is an un-paid position and limited to students.*