



## **California State Assemblymember Eloise Gómez Reyes District Office Internship Program**

California State Assemblymember Eloise Gómez Reyes was elected to the 47<sup>th</sup> State Assembly District on November 8, 2016. The district includes the cities and communities of Fontana, Rialto, Bloomington, Colton, San Bernardino, and Grand Terrace. The office of Assemblymember Eloise Gómez Reyes has ongoing internship opportunities for college and high school students to get directly involved in the state government's daily operations. Interns learn about how the California State Assembly functions and Assemblymember Reyes' role in representing the people of California's 47<sup>th</sup> Assembly District.

In the fast-paced atmosphere of a State Assembly office, it is important that interns possess a mature, professional manner. Interns must be well-organized persons who are able to take initiative, follow instructions, perform well under pressure and relate well with others.

General intern responsibilities include:

- Interact with City and State Agencies
- Attend Meetings with Local Community Leaders
- Attend City Government and Local Organization Functions
- Responding to constituent requests and other correspondence
- Assisting with special projects, including legislative research
- Assisting with constituent casework
- Assisting with event planning
- Administrative tasks, including filing and copying
- Other miscellaneous tasks, as required

Skills required:

- Effective and professional phone manner
- Computer experience
- Good typing ability
- Punctuality
- Attention to detail
- Ability to follow instructions
- Ability to complete tasks efficiently and thoroughly

This internship is unpaid. Therefore, we accommodate interns with a flexible schedule; nevertheless we ask for a minimum 10 hours per week. The office will work with applicants who are requesting to receive high school, undergraduate or graduate credit.

There is no application deadline. Interns are accepted throughout the year in the Assemblymember's District Office in San Bernardino.

**To apply for an internship, please follow the instructions carefully.**

1. A cover letter answering the following questions:
  - a. Why do you want to be in intern for Assemblymember Reyes?
  - b. What do you hope to accomplish during your internship?
  - c. How did you become interested in government and politics?
  - d. Do you have any plans or intentions to work/intern anywhere else while interning in the Office of Assemblymember Reyes? If yes, please explain.
2. Completed application form (below)
3. Current resume
4. Writing sample

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Name of Applicant	Home Telephone	Cell Telephone
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Address	City	Zip
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Email	Date of Birth
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Days/ Hours Available

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Internship Area of Interest: Management / Office Assistant/ Communications/ Field Representative

***Academic Information***

College/University currently enrolled in: \_\_\_\_\_

School Address (City & State): \_\_\_\_\_

Registrar's Office Phone Number: \_\_\_\_\_

Anticipated date of graduation: \_\_\_\_\_ GPA: \_\_\_\_\_ Major: \_\_\_\_\_

Will you receive credits for this internship? If yes, how many? \_\_\_\_\_

**Applicants should complete the attached form and return via email or mail:**

**Prince Ogidikpe  
District Representative  
Assemblymember Eloise Gómez Reyes  
290 North D Street, Suite 903  
San Bernardino, CA 92401  
Tel: (909) 381-3238  
E-mail: Prince.Ogidikpe@asm.ca.gov**