



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assemblymember Weber

Classification: Student Intern

Posted: January 9, 2023

Salary Range: \$17/hr (time-card, up to 35 hours/week available)

Office Location: 4700 Spring Street Suite 301, La Mesa, CA 91942

Assemblymember Dr. Akilah Weber is seeking a Student Intern to work 100% in-person in the District Office, and in the 79th Assembly District Field. Under the direction the District Director, the Student Intern will have responsibilities including but not limited to:

- Assist with casework as needed
- Assist District Staff with event set up, breakdown, and coverage (see description below)
- District Office phone reception
- Manage district mail
- Assist with constituent response letters
- Sorting District Office public inbox
 - Assign/Forward EDD cases
 - Sort Bill Comments
 - Forward scheduling requests
 - Forward emails for responses
 - General mail box organization
- Assist with creating certificates of recognition
- Assist with generating interesting social media content
- Assist staff with tasks as assigned

The Student Intern should be able to work in a fast-paced team environment, detail-oriented, strong writing skills, and able to speak in public. Must have reliable transportation to attend in-person meetings and events. The candidate must also be able to lift up to 15 pounds or

sometimes more, bend to pick up boxes and other supplies for district events, and other physical ability to assist with setting up tables, the office canopy, and other equipment as needed. This position involves some weekend and evening work. However, the position is limited to 35 hours per week. The hourly schedule may vary week by week but cannot exceed 35 hours.

Please note that the Assembly has a COVID-19 vaccine and booster mandate.

Contact: Please submit a cover letter and résumé to Chevelle.Newell-Tate@asm.ca.gov. Applications will be accepted until the position is filled.