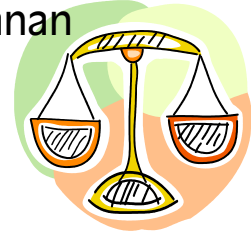


INTERNSHIP

Organization: State Assembly Legislature Joan Buchanan

Location: Danville

Job Title: Legislative Intern



Job Description:

- Interact with constituents, as well as state and local officials
- Research on policy and legislative issues
- Organize and assist with special projects and events
- Work with staff to respond to the needs of the community
- Assist staff in administrative support duties

Qualifications/Requirements:

- Commitment to professionalism and courtesy
- Attention to details and completion of tasks
- Ability to follow instructions and work with colleagues efficiently and collectively
- Willingness to learn and adapt to new circumstances

Hours: Part-Time

Wage: Unpaid

Time Period:

Contact:

Las Positas Internship Coordinator
Leslie Gravino @ (925) 424-1876