



Assemblymember Diane Dixon

California State Assembly

Intern Application

Capitol Office: 1021 O Street, Sacramento CA Suite 5330

Contact: Please submit a writing sample and resume to Hannah Skaggs at Hannah.Skaggs@asm.ca.gov.

Background: Individuals interested in public service and state government are encouraged to apply to intern for Assemblymember Dixon. Working in her Capitol Office will provide a unique learning opportunity to see first-hand how a bill becomes a law. In addition to learning the legislative process, individuals will learn how Assemblymember Dixon's Capitol Office operates to best represent the needs of constituents with key stakeholders such as local governments, businesses and legislative advocates.

Under the direction of the Chief of Staff, an intern will have responsibilities including but not limited to:

- Assist the Legislative Director with policy research and shepherding bills through the legislative process
- Attend legislative briefings and tours
- Take meetings with advocates, constituents and other important entities
- Assist with developing social media content
- Draft constituent response letters as it relates to legislation
- Support team by performing tasks related to administrative organization
- Assist with developing communications with a legislative purpose
- Assist with answering phones and greeting people
- Assist with mail management

INTERN APPLICATION

Name: _____

Address: _____

Email Address: _____

Phone Number: _____

Days and hours available: _____

In college or graduated? _____

REFERENCES

Reference #1 Name

Organization & Title _____

Phone _____

Email _____

Reference #2 Name

Organization & Title _____

Phone _____

Email _____

