

California State Assembly
DISTRICT INTERNSHIP PROGRAM
Assemblyman Scott Wilk



“Providing students with the tools to learn, grow, and succeed in the job world.”

Assemblyman Scott Wilk represents the 38th Assembly District, consisting of approximately 435,000 residents in Santa Clarita, Granada Hills, Chatsworth, Porter Ranch, and Simi Valley.

Program Description: One of the chief roles of a district office is to keep the local community connected with the legislative work taking place in Sacramento. This is done through constituent correspondence, community events, and everyday involvement with the community. Our district internship program provides an excellent chance for high school students, college students, and recent college graduates the opportunity to get involved in the legislative process while exploring a career in public service.

Qualifications:

- Proficient in Microsoft Word, Excel, and Internet Research Skills
- Excellent written and communication skills
- Strong organizational skills
- Critical thinking and creative problem solving
- Willingness to learn

General Duties and Responsibilities: Interns will have the opportunity to learn about the operation of the California State Assembly and current legislation. Responsibilities include, but are not limited to, preparing constituent correspondence, handling basic office operations, maintaining databases, researching legislation, working with government agencies, assisting with special projects, and networking with business leaders and elected officials.

Program Opportunities: This is a great opportunity where past participants have obtained paid positions with local and statewide campaigns, legislative offices, public relations firms, political consulting firms, and government affairs. Interns may qualify for course credit from school, as well as earn letters of recommendation from the Assemblyman.

To Apply: All interested applicants must submit an Internship Application to the Senior Field Representative, Erik Richardson. Please email it to Erik.Richardson@asm.ca.gov or fax it to 661-286-1408. If you have questions, please call the District Office at 661-286-1565.

