

State of California ~ Department of Justice

OFFICE of the ATTORNEY GENERAL

KAMALA D. HARRIS

Position Announcement

Fall 2012 Sacramento Press Office Internship

About the Organization

California Attorney General Kamala D. Harris is the State's top law officer and heads the Department of Justice which includes over 5,000 employees. The Attorney General represents the people of California in civil and criminal matters before trial courts, appellate courts and the supreme courts of California and the United States. More information at www.oag.ca.gov.

About the Position

Press office interns work on a variety of press-related tasks. Writing is an essential role of a press office intern, as interns will draft press releases, briefings, and media inquiries. Interns will interact with members of the press and must be able to take accurate and detailed messages over the phone that s/he will relay to the press officers. Interns will follow bills through the legislative process and update the press officers on the status of bills sponsored by the Attorney General. This will include updating the press office calendar with upcoming legislative committee conference hearings and floor votes. Interns will attend press conferences and events for the Attorney General and will assist in the preparation for the event by making outreach calls, listening in on conference calls, and taking pictures and voice recordings of the Attorney General. Interns will compile research on a wide range of topics from news articles and legal documents.

Desirable Qualifications

An intern will have strong communication skills and be able to tactfully interact with members of the press over the phone and in-person. It is important that an intern have a strong writing background, including familiarity with AP style writing, as interns will draft press releases, briefings, and media inquiries for the press officers. Interns need to be adept in technology skills, such as experience with the Microsoft suite, Adobe Acrobat, file and image sharing/uploading, etc. An intern should have a solid understanding of how politics and public relations work. Interns must be motivated, reliable, and attentive to detail. Communications, journalism, political science, or public policy majors are preferred.

Apply now

To apply, please submit cover letter and resume to Lynda Gledhill at lynda.gledhill@doj.ca.gov. Please include preferred start date, work schedule, and start/end dates. Applications will be accepted until August 31, 2012.