

State of California ≈ Department of Justice
OFFICE of the ATTORNEY GENERAL
KAMALA D. HARRIS



Position Announcement

Executive 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 is available at www.oag.ca.gov.

About the Position

Executive Office interns work on a variety of legal/policy/press related tasks. Interns will conduct legal and non-legal research and analysis, prepare memoranda and talking points, and assemble briefings and other materials relating to legal and policy issues for the Executive team. Interns compile articles from news organizations for circulation to departmental staff, assist on special projects and research on a wide range of statewide issues for communications and executive staff members, and assist in preparation for press conferences which includes creation of background materials for media and distribution of news advisories/press releases.

The position will be based out of the Attorney General's Los Angeles office, located at 300 South Spring Street, Los Angeles, 90013. Interns will be responsible for transportation and will need to dedicate at least 20 hours a week during the school year or 32 hours during the summer.

Desirable Qualifications

An intern will have strong written and verbal communication skills, excellent organizational skills, and prior experience, or a strong interest, in politics and/or communications. It is essential that an intern work well in a fast-paced, high pressure work environment and be able to work independently or in a team alongside department staff and management. Interns should have excellent computer skills, be responsible, reliable and attentive to detail. English, Journalism, Public Policy, Political Science, and Law majors are preferred. Bilingual candidates are encouraged.

Apply Now

To apply, please submit cover letter and resume to Shoshana Hubbard at Shoshana.Hubbard@doj.ca.gov. Please include preferred start date, work schedule, and start/end dates. Interns are accepted on a rolling basis. EOE