State *of* California ~ Department *of* Justice

OFFICE *of the* ATTORNEY GENERAL

KAMALA D. HARRIS

Position Announcement

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. Interns compile articles from news organizations for circulation to departmental staff, take accurate phone messages from members of the media for press office 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.

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 or Political Science majors are preferred. Bilingual candidates are encouraged.

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. Interns are accepted on a rolling basis.