

INTERNSHIP OPPORTUNITY

Key Responsibilities:

This position is responsible for providing services in connection with legislative analysis, community outreach, research, communications, and written information and other related matters as needed and requested by the Councilmember and his staff. It is important that candidates are eager and willing to learn.

Desirable Knowledge, Skills and Other Characteristics

The successful candidate will offer the following skills and experience, as demonstrated in past and current employment history:

The ideal candidate will offer the following abilities and knowledge:

- Ability to write letters, city memoranda, and policy papers in a concise, professional style
- Ability to work in a team environment with other staff members in a small office.
- Ability to handle multiple tasks in a fast-paced, demanding work environment with changing priorities and deadlines.
- Ability to be organized and detail-oriented.
- Ability to maintain a positive and professional demeanor when working with the public.
- Ability to understand and follow written and verbal instructions.
- Ability to express self clearly and concisely, verbally and in writing.
- The willingness to learn

Minimum Qualifications

Any combination of training and experience equivalent to the following:

1. **Education:** Completion of at least two (2) years of undergraduate course work from an accredited college.
2. **Writing and Computer Skills:** Strong writing skills are essential. Ability to write in a concise, direct, professional style is a must.

Application and Selection Process

Please send resume to:

Councilmember Ash Kalra
Attn: Karen Phangureh
200 E. Santa Clara St. 18th Floor
San Jose, CA 95113
(408) 535-4902

Or
karen.phangureh@sanjoseca.gov