



Announcement
Supervisor George Shirakawa, Santa Clara County Board of Supervisors, District 2
Intern Program

Description

District Two has two internship programs: (1) College Internship Program, and (2) High School Summer Internship Program. College interns will work in the office during the term of a semester in conjunction with their college requirements. High school interns will work during summer break.

College Internship Program Description

- Support a District 2 staff person in one of the following policy areas: Social Services, Health And Hospital System, Law and Justice, or Planning, Parks and Recreation, and Transportation
- Support a District 2 staff person with the implementation of the District 2 Community Outreach Plan
- Intern staff support includes: research on policy issues, research for constituent resolution issues, administrative functions (answering phones, drafting letters, etc.), community outreach functions (contacting community-based organizations, research on community-based organizations, attending community meetings with staff person, taking notes at community meeting, etc.)
- Interns must have good social skills, writing skills, and oral communications skills. Additionally, interns must be organized, flexible, and committed to community service

High School Summer Internship Job Description

- Support District 2 staff on a variety of issues and projects.
- Intern staff support includes: research on policy issues, research for constituent resolution issues, administrative functions (answering phones, drafting letters, making copies, etc.), community outreach functions (contacting community-based organizations, doing research on community-based organizations, etc.)
- Interns must have good social skills, writing skills, and oral communications skills. Additionally, interns must be organized, flexible, and committed to community service.

Application Process

Please prepare a one-page letter describing your interest in participating as an intern in Supervisor Shirakawa's office. Your letter should include your school, year in school, and available work hours. Please fax the letter to:

Eddie García, Chief of Staff

408-295-8642 (fax), 408-299-5020 (telephone)

edward.garcia@bos.sccgov.org