August 29, 2018

Communications internship

Description: Report to Senator Bill Dodd’s Santa Rosa district office at least once a week and perform the tasks below for 1 to 3 hours each day (more days and hours may be arranged by mutual consent).

- Assist the press secretary with the following: data input, drafting press releases, updating media contact lists, talking to reporters, arranging interviews, providing suggestions for social media and other legislative campaigns, attending events, writing emails.
- Answer the office phone lines.
- Informing constituents of state services and serve as a liaison to state agencies.

Requirements: Must be enrolled at a post-secondary school and possess superior writing and communications skills. Have some knowledge of the region and related issues of concern to constituents. Have reliable transportation.

Reply by: Open until filled. The position in unpaid.

Work location: 50 D Street, Ste. 300, Santa Rosa, CA 95404

Contact: Paul Payne, Press Secretary for Sen. Bill Dodd. 707-576-2093 or paul.payne@sen.ca.gov