



Office of the Attorney General Xavier Becerra

Press Office Internship

The Office of the Attorney General is looking for enthusiastic undergraduate college students for internship positions in our Press Office. Positions are based in our Los Angeles or Sacramento office. A stipend or course credit may be available for this internship.

Press Internship Objectives:

- Develop an ability to interact with the media and handle sensitive information with discretion and judgment
- Hone news/media and political judgment
- Strengthen written and oral communications skills

Responsibilities

Press Office interns work on a variety of press-related duties, ranging from contributing to special projects and research assignments, compiling articles from news organizations on specific topics relevant to the Attorney General's legal or policy portfolios, and drafting media materials. Specific responsibilities include:

- Tracking traditional and social media coverage
- Compiling media clips documents daily
- Composing social media content
- Building twitter and press lists
- Answering phone calls from reporters
- Maintaining list of press inquiries
- Drafting press releases and other content
- Transcribing speeches
- Editing and tagging website content
- Editing photos
- Additional duties as requested

Qualifications

Interested students should have strong written and verbal communication skills and a strong interest in politics and/or communications. Applicants must be extremely reliable and possess exceptional organizational skills. Interns will work in a fast-paced environment, individually and as part of a team.

We accept applications on a rolling basis, until all positions are full. To apply, please submit cover letter and resume to Tania Mercado at Tania.Mercado@doj.ca.gov and Walter Garcia at Walter.Garcia@doj.ca.gov. Please include preferred work schedule and start/end dates.

We look forward to hearing from you!