

**CSUS Internship Opportunity**  
**Department of Communication Studies and Journalism**  
**California State University, Sacramento**

**Name of Organization:** California Medical Association

**Description of Organization:**

The California Medical Association (CMA) is a nonprofit representing over 43,000 physicians across all modes of practice. The internship is with CMA's Center for Strategic Communications, which helps craft, implement and deliver the organization's mission and vision to stakeholders, media and the general public. The center provides an internal and external resource through research, collateral materials, publications, media outreach and social media to effectively communicate the organization's policy positions and industry objectives.

**Internship type (mark all that apply):**

<b>PR</b>	Journalism	Intercultural	Interpersonal
<b>Organizational</b>	<b>Media</b>	<b>Media Production</b>	

**Semesters/Dates Internships Available:** **Fall** **Spring** **Summer** **Other**

**Detail of Activities/Duties/Responsibilities/Opportunities:**

Looking for an energetic and motivated intern for the California Medical Association. Located in downtown Sacramento, interns will be mentored by the full communications department, including the Vice President.

This is not an administrative position – interns will learn valuable skills and hands-on political, communications, PR, social media and writing experience. Candidates must have strong writing/editing/research skills, proficiency with Microsoft Word/Excel/Powerpoint and an ability to manage multiple tasks under tight deadlines.

Position is unpaid (parking and work-related expenses are covered), and the schedule is flexible. We'll work with interns to secure school credit and serve as a professional reference for future internships/employment.

Finalists will be given a short writing test.

**Intern Background Necessary:**

Major in a related field.

**Intern Background Desirable:**

Candidates must have strong writing/editing/research skills, proficiency with Microsoft Word/Excel/Powerpoint and an ability to manage multiple tasks under tight deadlines.

**Materials Needed for the Interview:**

n/a - Finalists will be given a short writing test.

**Weekly Hours Required:** 10-30

**Total Number of Hours Per Semester** TBD

<b>Flexible</b> or Fixed Schedule?	<b>Flexible</b>			<b>Fixed</b>			
<b>If Fixed, days and times</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
	10-4pm available	10-4pm available	10-4pm available	10-4pm available	10-4pm available	n/a	n/a

**Paid Position?** Yes  **No**  **Wages** (if applicable): \$ Parking and **Paid Expenses?** **Yes**  **No**   
work-related expenses only. per

**Number of Interns Requested:** 1-2 **Are applicants accepted on an ongoing basis?** **Yes**  **No**   
If no, what is the deadline?

<b>Organization name &amp; address:</b> California Medical Association, 1201 J Street, 95814	
<b>Name &amp; title of contact person:</b> Laura Braden Quigley, VP of Communications	
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