

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

Name of Organization: League of Women Voters of California

Description of Organization:

nonpartisan political membership organization which builds citizen participation in the democratic process, and engages communities in promoting positive solutions to public policy issues through education and advocacy.

Internship type (mark all that apply):

PR Journalism Intercultural Interpersonal
 Organizational Media Media Production

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

Detail of Activities/Duties/Responsibilities/Opportunities:

Interns will have the opportunity to help with the following projects: Voter's Edge California, My League Online (MyLO), social media and website updates, and advocacy. Administrative tasks and some training in our database system are also included.

Intern Background Necessary:

knowledgeable in using Microsoft Office suite, and Google tools

Intern Background Desirable:

fluent in a second language

Materials Needed for the Interview:

resumé

Weekly Hours Required: minimum 10

Total Number of Hours Per Semester: 150

Flexible or Fixed Schedule? **Flexible**

Fixed

If Fixed, days and times	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
						N/A	N/A

Paid Position? **Yes** **No**

Wages (if applicable): \$500 stipend

Paid Expenses? **Yes** **No**

Number of Interns Requested: 1-2

Are applicants accepted on an ongoing basis? **Yes** **No**

If no, what is the deadline?

Organization name & address: League of Women Voters of California
 1107 9th Street Suite 300, Sacramento CA 95814

Name & title of contact person: Sharon Stone, Membership & Technology Manager

Contact Person Email: sstone@lwvc.org

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Submitted Date (month/year): 07/2017