Are you interested in learning about and participating in state government? Do you have a desire to serve your local communities?

Assemblymember Bill Quirk (20th District) of Hayward is currently accepting applications for his District Office Internship Program.

Internship Description:

The internship is based exclusively out of the District Office, but may require you to attend events and meetings in cities throughout the 20th Assembly District. Interns may also have an opportunity to visit the State Capitol and shadow Assemblymember Quirk for one day if scheduling permits. The goal of the District Office internship program is to provide well-rounded, hands-on experience working in a state legislative office. Interns will be provided with the opportunity to take on a number of responsibilities and tasks that may include:

- Attending meetings and community functions throughout the district, both with and without staff and/or Assemblymember Quirk
- Answering phone calls from constituents concerning questions about legislation, the legislative process and community resources
- Assisting staff with preparation for town halls/community events
- Creating and maintaining databases
- Assisting constituents with their problems concerning state agency issues
- Organizing informational workshops for constituents on topical issues
- Reading/writing assignments on the California Legislature, legislative process and current issues in California
- Gathering background information/research for staff and/or the Senator
- Assisting staff with filing, office organization and sorting mail
- Preparing correspondence

This is an unpaid internship.

To apply, please provide a resume and cover letter and include why you would like an internship with Assemblymember Bill Quirk. This will be used as your writing sample. Please send documents to Layma.Murtaza@asm.ca.gov or

Assemblymember Bill Quirk, Internship Program
22320 Foothill Blvd. Suite 540
Hayward, CA 94541

For questions or further information, please contact Layma Murtaza at: Layma.Murtaza@asm.ca.gov | (510) 583-8818