



JANE KIM

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District 6 Supervisor Jane Kim's internship program provides a unique opportunity to engage in the daily operations of the City and County of San Francisco. Recently re-elected for a second term to the Board of Supervisors, Supervisor Kim represents one of the most dynamic and diverse districts in San Francisco—encompassing the Tenderloin/Civic Center, South of Market, South Beach, Mission Bay, and Treasure Island.

Our office is dedicated to providing high school, college, and graduate student interns a hands-on, substantive learning opportunity regarding the local government process. Applicants who are well-organized, able to take initiative, follow instructions, and communicate well with others are highly valued in the District 6 office. Women, people of color, disabled individuals, members of the LGBTQ community, and District 6 residents are strongly encouraged to apply.

Internship Responsibilities

- Daily office management, data entry, and constituent response (both online and in-person)
- Committee clerking and prep work for the various committees on which the Supervisor sits
- Work with a high level of responsiveness and timeliness
- Be well-versed in and track current events, policy initiatives, and local politics
- Staff a variety of policy meetings with City departments and community based organizations
- Perform outreach to neighborhood groups, community leaders, and constituents
- Represent the office at community meetings in the district, as well as citywide convenings and events
- Commit to a regular schedule of 10 to 12 hours per week for 6 weeks minimum – the office is willing to be flexible with school/job commitments
- Attend mandatory Intern Orientation

Application Process

- Please send a resume and cover letter to Davi Lang (davi.lang@sfgov.org) with the subject line "Internship Application." Your cover letter should include: (1) the particular social, policy, and political issues that interest you (e.g., homelessness, budget & finance, land use/housing, domestic violence, immigrant rights, etc.); (2) what you hope to accomplish during your tenure (e.g. Are you hoping to build city experience? Is this for school credit? Will staff be required to regularly evaluate your performance?); and (3) your available time commitment (e.g. Mon/Wed/Fri mornings, Tues/Thurs afternoons, etc.) If you are interested in/available to intern for longer than one semester, please also indicate that in your cover letter.
- After processing your resume and cover letter, we will schedule a follow-up phone interview, which will allow the candidate an opportunity to ask staff questions, as well. Please make sure to review the Supervisor's information on www.janekim.org and www.sfbos.org and be prepared to confirm basic knowledge of Supervisor Kim's background and policy agenda.
- Qualified candidates will then be offered a probationary training period, completion of which will result in full acceptance into the internship program.

Program Duration

- Summer Program: minimum duration June – August (Intern Orientation at end of May)
- Standard Spring Semester Program: minimum duration January – May (Intern Orientation in early or mid-January)
- Standard Fall Semester Program: minimum duration September – December (Intern Orientation at end of August or beginning of September)