



**AARON PESKIN**

**District 3 Supervisor Aaron Peskin's** internship program provides a unique opportunity to engage in the daily government operations of the City and County of San Francisco. Re-elected to his third non-consecutive term on the Board of Supervisors in 2015, Supervisor Peskin represents one of the oldest and most recognizable districts in San Francisco – encompassing Chinatown, North Beach, Polk Gulch and Russian, Nob and Telegraph Hills.

Our office is dedicated to providing high school, college & graduate student interns a hands-on, substantive learning opportunity regarding local democratic principles and governance processes.

Applicants who are well-organized, able to take initiative, follow instructions, and communicate well with others are highly valued in the District 3 office. Women, people of color, disabled individuals, members of the LGBTQ community and District 3 residents are strongly encouraged to apply.

**Internship Responsibilities:**

- Daily office management, data entry & constituent response, both online and in-person
- Committee clerking/prep work for the various committees the Supervisor sits on
- Work with a high level of responsiveness & timeliness
- Be well-versed in and track current events, policy initiatives & local politics
- Staff a variety of policy meetings with City Departments, Neighborhood Associations & Community Based Organizations
- Perform research regarding policy issues (e.g., land use/transportation, civil rights & economic development)
- Perform outreach to neighborhood groups, community leaders, and constituents
- Represent the office at community meetings in the district & citywide events
- Commit to a regular schedule of 10 to 12 hours per week, for 6 weeks minimum - the office will work to be flexible with any school/job commitments
- Attend mandatory Intern Orientation (*see Program Duration*)

**Application Process:**

- Please send a resume and cover letter to Sunny Angulo, (sunny.angulo@sfgov.org), with the subject line "Internship Application". Your cover letter should include the particular social, policy and political issues that interest you (e.g., homelessness, budget & finance, land use/housing, etc.), 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 your available time commitment (e.g., Mon/Wed/Fri mornings, afternoons, etc.). If you are available to/interested in interning for longer than one semester, please indicate that in your letter.
- After processing your resume and cover letter, we will schedule a follow up phone interview, which will allow you an opportunity to ask staff questions, as well. Please make sure to research the Supervisor's work and be familiar with his background and policy agenda, as well as some of the basic demographics of District 3.
- 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 Semester I Program - Minimum Duration January-May (Intern Orientation early/mid Jan)
- Standard Semester II Program - Minimum Duration Sept - Dec (Intern Orientation after Labor Day)