

**SAN FRANCISCO BOARD OF SUPERVISORS
BOARD PRESIDENT NORMAN YEE**

INTERNSHIP/VOLUNTEER OPPORTUNITY

District 7 Supervisor Norman Yee's internship program provides a unique opportunity to engage in the daily government operations of the City and County of San Francisco. Recently re-elected for a second term to the Board of Supervisors, President Yee represents the southwest areas of San Francisco, including Parkmerced, Parkside, Lakeside, Forest Hill, West Portal, Sunnyside, Westwood Park, St. Francis Wood, Twin Peaks, and parts of the Inner Sunset.

Our office is dedicated to providing interns a hands-on, substantive learning opportunity regarding the 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 7 office. District 7 residents are strongly encouraged to apply.

Internship Responsibilities

- Daily office management, data entry, and constituent response (both online and in-person)
- Preparation and staffing work for Board of Supervisor committees and the Full Board
- Work with a high level of responsiveness, timeliness, and attention to detail
- Be interested in, and able to track, current events, policy initiatives, and local politics
- Attend a variety of policy meetings with City departments and community based organizations
- Perform research regarding policy issues
- Perform outreach to neighborhood groups, community leaders, and constituents
- 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 orientation

Application Process

- Please send a resume and cover letter to Ivy Lee (Ivy.lee@sfgov.org) with the subject line "Internship Application." Your cover letter should include: (1) the particular social, policy, and/or political issues that interest you (e.g., homelessness, 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.).

Program Duration

- Standard Spring Semester Program: minimum duration January - May
- Summer Program: minimum duration June - August
- Standard Fall Semester Program: minimum duration September - December