

# 2017 Summer Internships Available

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## **California Commission on the Status of Women and Girls**

900 N Street, Suite 390, Sacramento, California

Openings: Summer 2017 Internship(s)

Deadline for Applications: July 15, 2017

## **Background**

The Commission on the Status of Women and Girls is non-partisan State agency that serves a 17 member Commission (CCSWG). As a small state agency, there are many opportunities for an intern to get real, hands-on experience with policy and programmatic work at CCSWG. Interns will get a sense of what it means to be a part of a government agency and policy making commission. If you are passionate about the advancement of women and want to be in the middle of creating opportunities for change, CCSWG is an excellent place to work and learn simultaneously about state priorities for women's policy.

Interns will be assigned a primary issue area, however, interns will also have the opportunity to learn about and assist with projects in all the policy areas of the Commission including:

- Civil and political rights of women
- Educational needs of women and girls
- Gender equity in the media
- Gender Equity in the workplace and employment
- Health and safety of women and girls
- Women in the military, women veterans, and military families

## **Duties and Responsibilities**

In any program or policy assignment, an intern will likely carry out many of the following tasks:

- Research and write briefing memos on a variety of subjects
- Prepare, organize, attend, and/or facilitate meetings with other state government staff, community partners, and/or members of the public;
- Data tracking, analysis, and evaluation;
- Work with Commission staff and Commissioners on special projects;
- Office Administration

## **Desired Qualifications**

- Familiarity with women, girls, and human rights issues preferred;
- Excellent research and writing skills required;
- Self-starter and attention to detail;
- Ability to prepare clear, accurate and well-organized narrative and statistical reports and other documents;
- Ability to effectively prioritize and organize multiple assignments and projects

## Intern Projects

The CCSWG attempts to select projects that are of interest to the intern and/or in a policy area in which the intern already has some expertise.

Past interns have worked on the following projects. These projects are ongoing and may be assigned to new interns:

- A compilation and analysis of the state's Title IX Coordinators.
- A compilation and analysis of proposed legislation and existing statute impacting women and girls in California.
- Building an electronic database of vetted resources for women and girls throughout California to be published on the Commission website.

## Internship Program Details

An internship will provide you with valuable experience, a chance to meet senior state officials and policymakers, and the opportunity to network and make contacts for future jobs. Though we are unable to offer a stipend to interns, we are happy to comply with any requirements that allow students to receive academic credit. The Commission can also provide letters of recommendation.

Internships are unpaid. The Commission is able to accommodate up to 2 interns during the school year (May - September). Interns should expect to commit, at most, 20 hours per week, depending on scheduling and academic requirements. The Commission will provide an in-office workspace, though it may be shared with other interns. Our standard office hours are 9:00 am to 5:00 pm, Monday-Friday. Parking is metered street parking. Specific start and end dates, as well as work schedules, will be determined with the selected intern. The CCSWG is an equal opportunity employer.

The Commission is located the California State Library Annex at 900 N Street, Suite 390 Sacramento, CA 95814.

## Application Procedure

The CCSWG is now accepting applications for internships. The deadline for applications is July 15, 2017. Applicants should submit the attached Applicant Information form, a cover letter, resume, and three references (name, relationship, and phone number only). Your cover letter should indicate policy or program areas you are interested in.

**Please email your application package to:** [info@women.ca.gov](mailto:info@women.ca.gov) with the subject line, "Internship Application (*First* and Last Name)".

***If you prefer, you may mail your application package to:***

CCSWG  
Attn: Internship Program  
900 N Street, Suite 390  
Sacramento, CA 95814

## Applicant Information

Full Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

### School Information

College/University \_\_\_\_\_

School Address \_\_\_\_\_

School Contact name and phone \_\_\_\_\_

Academic Major \_\_\_\_\_

Graduation Year \_\_\_\_\_

Preferred Start/End Dates \_\_\_\_\_

Preferred days/hours \_\_\_\_\_