Listed below is the information you asked for regarding the internship. It would be fantastic if there was interest and someone could start as early as the end of August. Our first Go Beach! Go Vote! event will take place on September 21 and it would be nice to get some input.

1. Description of the work.
	1. *The qualified person will work with the League of Women Voter representative and the UR person to develop a mission statement and branding strategy for the event Go Beach! Go Vote! This program was developed to engage CSULB students, faculty and staff as well as members of the Long Beach community in the importance of civic engagement and voter education through panel discussions, lectures, etc. These events are conducted at least one time per academic semester and students are incentivized to attend through a generous donor from the League of Women Voters - the Thelma Teitel Memorial Fund.*
2. Number of hours the student will work per week*. A minimum 4-8 hours*. *We will work around their school schedule.*
3. What are the expectations and/or outcomes? *A completed mission statement will be developed including the branding of League of Women Voters and CSULB Lobby Corp. We’d also like ideas for graphics and a media schedule, including the cost of social media posting, timing for email messages, etc.*
4. What are the skills and qualifications we’re looking for? *Writing, social media posting, graphics design experience, media scheduling*
5. Any special apps or programs we want them to know? *Adobe Express (this is a program we currently use)*
6. Who will be their site supervisor? *Jane Bemis and Ricki Burgener*
7. How much will you pay? $ *25/hr. with a cap of $2500*

Please let me know if there are any questions.

Thank you so much for the opportunity to work with one of your students.

**Go Beach!**

***Richonette “Ricki” Burgener***

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