



# LEGISLATIVE INTERNSHIP OPPORTUNITY

PUBLIC AFFAIRS / CONSTITUENT RELATIONS INTERN

5<sup>th</sup> District Long Beach City Councilwoman, Stacy Mungo, is currently seeking a Public Affairs & Constituent Relations intern who is looking to gain experience in seeing how local government programs, policies, initiatives and services function by working for an elected official.

## Position Description

Under the direction of the Chief of Staff, the Public Affairs / Constituent Relations Intern will:

- **Constituent Relations:** Assist residents, local businesses and community members with obtaining information and services from city departments and/or staff.
- **Administrative Support:** Handle daily office activities, including but not limited to greeting visitors, answering phone calls, updating contact lists, drafting correspondence, and attending meetings.
- **Legislative/Policy:** Research and compile data for office policy initiatives as needed, including but not limited to local trends, state and federal legislation, and city ordinances and regulations.
- **Press/Events:** Help with the execution of public outreach, community forums, and special events and ceremonies.

## Eligibility

- Current enrollment in a related degree program from an accredited college or university. Long Beach residents/students will be given priority.
- Strong analytical, written and verbal communication skills.
- Self-motivated, organized, detail-oriented and ability to multitask/prioritize assignments.
- Proficiency in Microsoft Office Software, Word, Excel and Outlook is a plus.
- This is a 3-month part-time position with flexible scheduling, requiring 10 hours per week minimum.
- Office hours are generally Monday through Friday from 9:00 AM to 5:00 PM. Must be flexible to be on call for some weekend and evening hours.

## Compensation

- Unpaid with class credits offered; Opportunity for up to 120 paid hours through Pacific Gateway Youth Workforce Development Programs (eligibility determination made prior to onboarding).

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*Please submit resume, cover letter and all applicable material to:*

**Office of Councilwoman Stacy Mungo**

333 West Ocean Blvd, 14<sup>th</sup> Floor | Long Beach, CA 90802

☎ 562-570-5555 | ✉ [District5@longbeah.gov](mailto:District5@longbeah.gov)

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