



Council District 9 Office Legislative Affairs Internship

Position Title: Legislative Affairs Intern

Location: 411 W. Ocean Blvd. Floor 11, Long Beach, CA 90802

Duration: November 2024 to March 2025 (or once internship hours are exhausted)

Commitment: Minimum of 10-15 hours per week

Compensation: Course Credit

District 9 Legislative Affairs Internship

A Legislative Affairs intern will gain experience learning the basics of research and policy analysis within the Council District 9 office. This internship will provide exposure to the functions of a council office, city departments, allow for opportunities to connect with the Long Beach Community.

Policy Research and Analysis:

- **Support Research & Policy Analysis:** Conduct literature reviews, compile data, and gather information on topics such as education, housing, public health, and sustainability.
- **Contribute to Legislative Monitoring & Agenda Review:** Track relevant legislation and review weekly City Council agendas, identifying key issues and potential impacts.
- **Participate in Council Meeting Preparation:** Join agenda briefings with the Councilmember and Chief of Staff to help prepare for meetings.
- **Help Develop Policy Briefs & Speech Preparation:** Draft policy briefs, memos, and presentations, and aid in preparing speaking notes for the Councilmember.
- **Engage in Stakeholder Outreach:** Prepare background research for meetings with community leaders and strengthen outreach efforts.
- **Provide Administrative & Coordination Support:** Facilitate meeting coordination, documentation, and other administrative tasks as needed.

Community Engagement and Administrative Support:

- Represent the Councilmember at community meetings, events, and functions.
- Assist in creating social media posts
- Other tasks as assigned



Qualifications:

- Current undergraduate student in Public Policy, Political Science, Sociology, Economics, or a related field.
- Strong research, analytical, and writing skills.
- Familiarity with Microsoft Office (Word, Excel, PowerPoint).
- Access to a personal laptop for use during the internship.
- Access to reliable mode of transportation
- Interest in public policy and a desire to work on meaningful projects.
- Organized, self-motivated, and able to meet deadlines.

Application Process:

To apply, please submit the following materials to Council District 9 Chief of Staff:
Anjelica.Vargas@LongBeach.gov:

1. **Resume**
2. **Cover letter** explaining your interest in the internship and relevant skills.
3. **Writing sample** (2-3 pages) demonstrating your research or analytical abilities.