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## STATE CONTROLLER BETTY T. YEE LOS ANGELES OFFICE INTERNSHIP

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Interns in the Los Angeles office of State Controller Betty T. Yee will assist staff members in executing their duties to engage the Southern California community.

### TERM and HOURS:

Summer 2016, intern working hours will occur during normal business hours (9am-5pm). A 15-20 hours/week schedule is preferred.

### PAY:

Interns are unpaid during the course of their work in the office, students that can receive credit through their schools are highly encouraged to apply.

### SKILLS and KNOWLEDGE REQUIRED:

- Professional demeanor
- Excellent organizational skills with thoroughness and careful attention to detail
- Knowledge of state/local government
- Interest in state/local government finance/budgets, taxes, and financial education
- Community minded attitude
- Temperament to communicate with a variety of personalities in a tactful, pleasant and professional manner
- Strong oral and written communication skills
- Knowledge of office computer applications and equipment, Microsoft Word, Excel, Powerpoint

### TASKS and DUTIES:

- Assist with handling phone calls and correspondence with constituents, filing and other office administrative work
- Draft correspondence, letters and certificates of recognition for upcoming events
- Assist with coordinating community workshops, on topics including: personal finances, consumer protection, and unclaimed property
- Assist with staffing the Controller at events and meetings
- Assist with conducting community outreach and engagement, attending and preparing for community events and meetings with staff
- Other tasks as assigned

### APPLY:

For questions and to apply, send a resume and short cover letter to Thomas Wong, [ttwong@sco.ca.gov](mailto:ttwong@sco.ca.gov).