



STATE CONTROLLER BETTY T. YEE LOS ANGELES OFFICE INTERNSHIP

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:

Spring 2016, intern working hours will occur during normal business hours (9am-5pm). A 10-18 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.