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# Assembly California Legislature



ISADORE HALL, III  
ASSEMBLYMEMBER, FIFTY-SECOND DISTRICT  
ASSISTANT SPEAKER PRO TEMPORE

COMMITTEES  
APPROPRIATIONS  
GOVERNMENTAL ORGANIZATION  
HEALTH  
HUMAN SERVICES  
RULES

## Internship Opportunity Announcement With "Office of Assemblymember Isadore Hall, III" Fall 2009 Semester

**POSITION TITLE:** Media Relations

**DUTIES/JOB DESCRIPTION:** The media relations person will have the following duties:

- Writing press releases about the Assemblymember's activities and legislative package
- Assisting in the development and maintenance of the Assemblymember's online presence including
  - Developing and maintaining web page content
  - Writing and editing regular E-alert news for constituents
  - Writing constituent response letters, and
  - Creating Op ed pieces and stories for various media outlets
- Assist with basic office duties which includes answering phones and other duties as assigned

**HOURS:** The ideal candidate will be available Monday thru Friday for a minimum of 20 hours per week.

**REQUIREMENTS:** Junior and senior level students majoring in Journalism or Public Relations are preferred, but others will be considered. Applicant should have professional office decorum, strong communication skills especially writing, and be proactive and analytical. Knowledge of computer applications such as Windows 2000, MS Word, Excel, and Publisher are important, and candidate must have a minimum grade point average of 2.0. Ability to read and write Spanish is preferred, but does not disqualify any applicant.

**COMPENSATION:** This is a Non Paid position. The office will participate in university credit programs.

**HOW TO APPLY:** Please apply by sending a resume and cover letter to [bernard.dory@asm.ca.gov](mailto:bernard.dory@asm.ca.gov).

**APPLICATION DEADLINE:** Open until filled.

**FOR MORE INFORMATION CONTACT:** Bernard Dory by phone at (310) 223-1201, or fax (310)223-1202

