

**DAN KALB**

COUNCILMEMBER – DISTRICT ONE

CITY HALL • ONE FRANK OGAWA PLAZA • 2ND FLOOR • OAKLAND, CA 94612

(510) 238-7001 • dkalb@oaklandca.gov

INTERNSHIP ANNOUNCEMENT – Legislation & Policy Intern**Internship Location:** Oakland City Hall – Council Offices - 2nd Floor and Remote**DESCRIPTION**

The Office of Councilmember **Dan Kalb** is currently accepting applications for *summer internships*. Councilmember Kalb represents Oakland’s District One and has been instrumental in passing impactful legislation supporting affordable housing, tenant’s rights, environmental stewardship, public safety, ethical and responsive government practices, and more.

The Intern conducts various forms of research to support projects on a range of topics in a fast-paced work environment. The Intern also provides general and variable support to the office.

Primary Responsibilities

- Research & Writing:
 - Policy and Legal research, including discrete tasks and long-term projects
 - Written and oral communications in furtherance of research and projects

Additional Responsibilities

- Administrative:
 - Answer main office phone line, take messages, and assist callers
 - Filing, copying, and other office or clerical duties
- Miscellaneous:
 - Attend meetings and note taking, as requested
 - Assist with external communications strategies

Qualifications

- Interns must be currently pursuing or have attained a graduate degree in Public Policy, Law or Public Administration, or have comparable experience.
- Comfortable conducting research independently and with supervision.
- Well-organized and detail-oriented.
- Interns are expected to be professional and uphold confidentiality.
- Passion for public interest service.
- Working well under deadline pressure; ability to juggle different projects simultaneously.
- Ability to accept and apply feedback.

Time Commitment & Compensation

Minimum commitment: 20 hours per week; three days per week; 10am-5:30pm. Flexibility is appreciated, as special projects or meetings may require extra, evening, or weekend hours from time to time. The internship is unpaid, though a small honorarium is available at the close of the internship. Our office is happy to consider participation in programs that provide class credit to interns.

How to Apply

Please e-mail your resumé, your letter of interest, and a writing sample to Keara O’Doherty, Chief of Staff, kodoherty@oaklandca.gov