



OFFICE OF ORANGE COUNTY SUPERVISOR KATRINA FOLEY INTERNSHIP PROGRAM

The Office of Orange County Supervisor Katrina Foley seeks excellent candidates to join a team that is working to advance the ideals of reducing homelessness, combating coastal erosion, & providing essential services to the residents of District 5.

Title: Policy Intern, Communications Intern, District Intern

Weekly Time Commitment: 10-20 Hours

Compensation: Compensated internship and/or class credit

Job Description: Interns are expected to assist the office with tasks as assigned as well as initiate their own projects. They are also expected to complete assigned tasks within strict deadlines.

Responsibilities: Duties as assigned in support of the Supervisor including but not limited to:

- Prepare Meeting Agenda for any/all committees/boards that Supervisor Foley requires preparation for.
- Draft Certificates/Proclamations for all assigned public events
- Attend community events/staff booth with assigned team members
- Brief the Supervisor on assigned policy areas
- Other duties as assigned

Desired Skills: Candidates must have excellent oral and written communication skills as well as careful attention to detail. Must have knowledge of current events & issues affecting Orange County residents.

Requirements: Full or part-time student at a high school (18+), college/university or recent graduates/those interested in working in government.

Contact: Please submit one-page resume and writing sample to Katrina.Foley@ocgov.com and cc Annie.Mitchell@ocgov.com.