



KATRINA FOLEY
ORANGE COUNTY SUPERVISOR

FALL 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

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.

Weekly Time Commitment:

10-20 hours

Compensation:

Compensated internship and/or class credit

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
- Prepare communications materials including press releases, talking points, op-ed's, and briefing memos.
- 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.

To apply, please submit one-page resume and writing sample to Katrina.Foley@ocgov.com & cc Adam.Tallabas@ocgov.com by August 1, 2023.