

California Policy Center

18002 Irvine Blvd. #108

Tustin, Ca, 92780

<http://californiapolicycenter.org>

COMPANY DESCRIPTION

The California Policy Center is an educational nonprofit focused on improving California's democracy and economy by promoting transparency in government finance.

DUTIES & RESPONSIBILITIES

CPC interns receive on-the-job training in public policy and journalism – research, reporting, writing, publishing, communications and marketing. They are responsible for producing and promoting their own relevant, publishable news stories, as well as assisting other researchers and writers.

QUALIFICATIONS & REQUIREMENTS

This is an ideal internship for students interested in government, business, journalism, public affairs, marketing and communications.

Good writing, speaking and basic math skills are essential.

Must be comfortable in an office environment and be comfortable with such basic equipment as phones, copiers and computers.

Curiosity and creativity in research are critical qualities in a successful CPC intern.

TIME COMMITMENT

These are the requested periods of time by the employer:

- 1-term (50-100 hours/10 weeks)
- 2-term (50-100 hours/20 weeks)
- 3-term (50-100 hours/30 weeks)
- 1-summer term (50-100 hours/5 weeks)
- 2-summer term (50-100 hours/10 weeks)

HOW TO APPLY & DEADLINE

To apply, email a letter that (a) explains your motivation in seeking the internship and (b) displays your skill as a writer. Applications are year-round. Send the letter to:

Will Swaim will@calpolicycenter.org

Kathryn Sanchez kathryn@calpolicycenter.org

CONTACT INFORMATION

For More information please contact Will Swaim at will@calpolicycenter.org or (949) 274-1911. You can also visit their website at <http://californiapolicycenter.org>