Cal in Local Government
2016-2017 Internship Descriptions
Email calinlocalgovernment@gmail.com for more information.

Cal in Local Government Project (descriptions below):
1. Berkeley District 8, Councilmember Lori Droste
2. Berkeley Office of Emergency Services
4. Berkeley Rent Stabilization Board
5. Contra Costa County Supervisor John Gioia
6. Oakland Unified School District School Board
7. Richmond Youth Service Initiative
8. UC Government and Community Relation
1. Berkeley Councilmember Lori Droste (District 8)

**Internship Title:** Legislative Aide

**Agency Description:** City commissions - interviewing and highlighting commissioner duties to share in district wide newsletter. Creating an event for commissioners to meet (annual event). Answering telephones - addressing constituent needs.

**Work Schedule:** 2 days per week.

**Location**

**Address:** 2180 Milvia St, Berkeley, CA 94704

**Public Transportation:** Yes

**Internship Description**

**Intern Skills:** Independent worker, self motivated, patient, proficient with Google Docs, willing to lean Nationbuilder database software, interested in communications.

**Intern Learning:** The structure/role that volunteer city commissions play in policymaking, the constituent component of local government, communications skills to an audience of up to 5000 district residents.

**Duties**

- **Duty #1:** Attending/Planning Community Events
- **Duty #2:** Planning annual Commissioners meeting
- **Duty #3:** Constituent Affairs
- **Duty #4:** Communications with district residents
2. Berkeley Office of Emergency Services

**Internship Title:** Emergency Services Coordinator

**Agency Description:** This internship focuses on ensuring all people are included in preparedness programs in the City of Berkeley. Key actions during the internship include researching preparedness information and outreach strategies for diverse groups of people in Berkeley, including people with disabilities, seniors, and other vulnerable communities; designing and publishing monthly resilience newsletters for partner organizations, including determining appropriate content, designing graphics/layout, and writing articles; coordinating with organizations that represent vulnerable populations to ensure that the newsletter is effective and accessible to the target audience; and reporting on the final products of the project. This will result in increasing the participation of vulnerable populations in lifesaving preparedness programs and ensuring that messages provided by the City are accessible. Populations served through this internship are vulnerable individuals within the City of Berkeley, particularly people with disabilities and seniors. The internship would include training in access and functional needs/disability issues and disaster preparedness and planning and opportunities for volunteer coordination, public speaking, and teaching.

**Work Schedule:** The intern would be expected to work 8 hours per week, preferably in two-four hour blocks between the hours of 8am and 5pm. Exact work schedule will be determined between the intern and supervisor. Intern might be requested to attend occasional community meetings on evenings/weekends. The schedule can be adjusted to accommodate the intern’s academic schedule and the needs of the project.

**Location**

**Address:** 2100 MLK Jr Way, Berkeley, CA 94704

**Public Transportation:** Yes—Downtown Berkeley BART Station (Richmond Line)

**Internship Description**

**Intern Skills:**

a) Ability to perform project planning. Use goals, objectives, tasks, timeline and milestones.

b) Ability to perform independent research and describe research goals. Seek out information from written sources, review and validate it, and then identify and describe key findings and create action items based on those findings.

c) Ability to work with a diverse group of community members, working cooperatively to address a variety of needs.

d) Desired qualities include empathy, curiosity, dedication, and a commitment to integrated and accessible results.

e) Interest/Experience in emergency management issues, people with disabilities, or vulnerable communities in Berkeley is desirable but not required.

**Intern Learning:**
1. In this position, an intern will be exposed to the internal operations of local government agencies and gain familiarity with the processes and skills necessary to successfully complete government projects.
2. The intern will learn principles of emergency management, particularly in regards to inclusive emergency planning and preparedness and the role of local government in disaster response.
3. The intern will learn the importance of non-profit/community/government collaborations and learn how the City effectively works with individuals with a variety of perspectives and priorities.

**Duties**

- **Duty #1: Policy Research**
  Research disaster preparedness activities and messages for vulnerable communities in Berkeley. Research best practices for distributing accessible information to audiences with a wide variety of needs and concerns.

- **Duty #2: Leadership Development**
  Work with the diverse audience of City constituents to understand and balance the needs of that audience. Develop public speaking skills in presenting program to appropriate audiences.

- **Duty #3: Project Planning And Execution**
  Design implementation of resilience newsletter project. Determine timeline, goals, and requirements for project Document different stages of completion and report on them to City of Berkeley officials.

**Internship Title:** Intern for Educational Research/Evaluation

**Agency Description:** The intern will work with the BREA Department to assist with the implementation of formative and summative assessments to assure that programs are meeting student need. Focus will be on the gap in performance between our black students and their white peers.

**Work Schedule:** 6-8 hours / week for a total of 120 hours anytime between 9 am and 5 pm, Monday - Friday.

**Location**

**Address:**

2020 Bonar Street

Suite 327

Berkeley, CA 94702

**Transportation:** Yes—North Berkeley BART and AC Transit

**Internship Description**

**Skills:** Passion for young people, desire to learn, interest in statistics, aptitude or interest in data-management and analysis as it relates to the opportunity (achievement) gap. **Learning:** How educational policy is set based on research, evaluation and student performance.

**Intern Duties:**

- **Duty #1:** Policy Research
  Assisting with research on Educational Policy and Data on the Opportunity Gap.

- **Duty #2:** Leadership Development
  Developing leadership with BREA staff through participation in BREA staff meetings and sharing data with other.

- **Duty #3:** Attending/Planning Community Events
  Assisting with planning the release of survey data to sites to inform resource allocation to focus on targeted students.

- **Duty #4:** Analysis
  Working with staff to analyze trends in assessment and social-emotional data to identify gaps in programs.
4. Berkeley Rent Stabilization Board

**Internship Title:** City of Berkeley Rent Board Intern (2)

**Agency Description:** Program's mission is to regulate residential rent increases in the City of Berkeley and to protect tenants from unwarranted, arbitrary or discriminatory rent increases and evictions, and to help maintain the diversity of the Berkeley community. Also to advance housing policies of the City "with regard to low and fixed income persons, minorities, students, handicapped and the aged." BMC 13.76.030. Activities include counseling and advice, workshops and seminars, special research projects, outreach events in the community including weekend fairs and festivals and a Saturday a month at local library, presentations to boards and city council.

**Work Schedule:** Our office is flexible and provides first priority to working around students' class schedules. We seek to coordinate the two interns (we really need two) to be in the office at least once at the same time in the week.

**Location**

**Address:** 2125 Milvia Street, Berkeley, CA 94704

**Transportation:** Downtown Berkeley BART and AC Transit 51B

**Internship Description**

**Skills:** Best skills include: sharp, clear and analytical writing; ability to multi-task without being stressed; ability to comprehend legal concepts and arguments, laws and regulations; report skills including Excel, graphs, data summary and analysis; good people skills to interact with staff and public on occasion (opportunity to shadow counseling landlords and tenants).

**Learning:**
1. The City of Berkeley is a complex network of various departments and divisions, including a semi-autonomous entity, the elected board of Rent Board Commissioners and staff who are city employees (but also have separate legal staff);
2. Berkeley is one of the most developed and pro-active rent control jurisdictions in the nation, and many cities are calling us for guidance as rents are skyrocketing in their communities.
3. The current market pressure of new development and higher income tenants pushing long term tenants out of Berkeley is at a crisis point. The Rent Board provides a 'last chance' for retaining some affordability in housing. Also, our agency helps educate tenants on their rights and landlords on responsibilities for safe and habitable housing (we interact with the Rental Housing Safety Program and Code Enforcement). Our office has helped assist fire victims displaced by fire (many Cal students) with our legal staff, emergency grants from funds we obtained in prior lawsuits, and other services in a holistic, comprehensive service delivery to landlords and tenants.

**Intern Duties:**

- **Duty #1:** Policy Research
  Under Executive Director's guidance and coordination, reports on median rent studies, impact of condo conversions and demolition of units, seismic retrofit of units, impact of short term
rentals such as AirbnB, etc. Also, interns given opportunity to develop an "impact project" for long term change for improving situation for tenants. Supervision provided, but independence encouraged in development of a project that can be a publication, newspaper column, radio hour, community t.v. spot, website or Facebook item, etc..

- **Duty #2:** Attending/Planning Community Events
  Will attend at least one Rent Board Commission meeting, and a committee meeting and City Council to see the interconnected, overlapping and occasional conflicts between different individuals and agencies. Dynamic of public policy making. Also attend and plan outreach with Cal students through Social Media campaigns and other current, savvy methods to improve awareness.

- **Duty #3:** Leadership Development
  I work closely with the interns with feedback on professional growth, career plans, interest in the law or policy. Also guidance on public speaking, writing reports, and office interaction. Opportunities for hands on learning, and constructive input throughout the year. Opportunity to speak in public forms, and co-lead workshops with Cal student as audience.
5. Contra Costa County Supervisor John Gioia

**Internship Title:** Policy and Governmental Services Intern with Contra Costa County Supervisor John Gioia

**Agency Description:** Special project or projects will evolve. Options include supporting youth services; air quality and sustainability policy, working on initiative to cut poverty; urban agriculture. Intern will also learn the basics of county government and county services through direct work with constituents and county staff. West Contra Costa County includes the cities of El Cerrito, Richmond, San Pablo, parts of Pinole, and unincorporated N. Richmond, El Sobrante, and Kensington. This is a relatively diverse urban area of Contra Costa County, with pockets of extreme poverty, and associated challenges.

**Work Schedule:** Flexible. The office maintains regular work hours M - F, 9 to 5, but there are often meetings and community events on weekends and weekday nights. Office honors all major holidays.

**Location**

**Address:** 11780 San Pablo Avenue, El Cerrito, CA 94530

**Transportation:** EC Del Norte Station (Richmond line); 72 San Pablo Bus

**Internship Description**

**Skills:** Interest in county and/or local government. Good people skills; interest in helping people access and understand governmental services. Self-starter who can help identify a project area or areas of interest. Willingness to do some menial office tasks (answering phones, maintaining digital and paper files, etc.) in teamwork with colleagues. Interest in community improvement through governmental-community collaboration.

**Learning:** The role(s) of county government, and how this differs from city, state and federal services. How to form, leverage and participate in collaborative approaches with many stakeholders for shared goals. The role of counties in state and federal programs around health, the environment and education.

**Intern Duties:**

- **Duty #1:** Policy Research
  Depends on the project. Will evolve.

- **Duty #2:** Attending/Planning Community Events
  There are usually numerous meetings and events, depending on the interest(s) the intern is focusing on. The intern will also have the opportunity to attend Board of Supervisor and other official meetings.

- **Duty #3:** Leadership Development
  Take management of at least one long term project and work with other interns to complete the project.
• **Duty #4: Other Duties**
Constituent service via phone, email, meetings. Working with residents directly to help them access, understand, and utilize county services.
Office tasks. This office doesn't have a designated secretary or administrative assistant; we all work together on these duties.
6. Oakland Unified School District School Board

**Internship Title:** Intern for Oakland School Board

**Agency Description:** The "Pathway to Excellence: 2015-2020" Strategic Plan is our roadmap for the next five years as we ensure that all students find joy in their academic experience while graduating with the skills needed to succeed in college, career, and community. http://www.ousd.org/domain/3 The plan is rooted in our foundational principles of putting students first, equity, and integrity, and it clearly spells out our three core priorities: Effective Talent Programs, Accountable School District, and Quality Community Schools.

**Work Schedule:** Flexible. Depends on the interns interest areas. Attendance and support at or in preparation of a variety of community and board meetings would be preferred.

**Location**

**Address:** 1000 Broadway, Oakland CA 94607

**Transportation:** BART, 12th Street stop

**Internship Description**

**Skills:** Strong communication, organizational and social skills Interest in educational issues
Compassion for students regardless of neighborhood Familiarity with Social Networking sites, PowerPoint and WORD is preferred.

**Learning:** Community Engagement Leadership and Elections Development of Policy

**Intern Duties:**

- **Duty #1:** Policy Research
  Assistance with educational research issues, e.g., charter schools, educational budgets and equity

- **Duty #2:** Attending/Planning Community Events
  Working with School Board Vice President in preparation of and during community events

- **Duty #3:** Leadership Development
  Observing and analyzing different leadership styles Practicing effective leadership methods

- **Duty #4:** Other Duties
  Communications with OUSD staff and community on behalf of OUSD Vice President
7. City of Richmond—Youth Service Initiative

**Internship Title:** Youth Service Initiative Intern

**Agency Description:**
RICHHMOND YOUTH LEADERSHIP COMMITTEE (YLC) - The Youth Leadership Committee (YLC) is a year-round program offered by the City of Richmond’s impact volunteering program, Richmond ESC. YLC engages high school students in a rich combination of experiences including youth leadership development workshops, hands-on-projects, and field trips. As YLC leaders, members explore different styles of leadership, discover their personal strengths and potential areas of growth, and learn to create solutions to pressing challenges facing the greater Richmond community. YLC provides youth leaders with the tools they need to take responsibility and make positive contributions to their neighborhoods and communities.

**Work Schedule:** Mandatory days and hours: Be available on Fridays (4 pm - 6 pm) to attend YLC meetings. Other days and hours are flexible.

**Location**

**Address:** 440 Civic Center Plaza, 2nd Floor, Ste 200, Richmond, CA 94804

**Transportation:** Richmond BART

**Internship Description**

**Skills and Learning:**
- Passionate about public service
- Strong organizational and time management skills - Computer skills (MS office)
- Ability to work independently, meet deadlines
- Demonstration of verbal skills, effective written and documentation skills; strong teamwork skills.

**Learning:**
- Direct exposure to operation of local government and making of public policy; and opportunity to see the impact of local projects and policies
- Opportunity to explore career interest in the public sector
- Exposure to public policy issues in Richmond
- Opportunity to network and interact with local organizations, community leaders, city officials and elected officials

**Intern Duties:**

- **Duty #1:** Leadership Development
  - Assist with facilitating workshops and group discussions for Youth Leadership Committee
  - Mentor local high school students.

- **Duty #2:** Attending/Planning Community Events
  - Assist with coordinating outreach initiatives in local schools
  - Coordinating programs and events in partnership with schools and community organizations.
• **Duty #3: Policy Research**
  - Assist with research on issues related to youth.

• **Duty #3: Content**
  - Assist with writing and posting content for Richmond ESC’s website and social media channels.
  - Create flyers to promote events and programs
8. UC Government and Community Relations

**Internship Title:** Local Government And Community Relations

**Agency Description:** UC Berkeley’s local government and community relations team serves as the link between the University and its East Bay neighbors. Our intern will support the Local Government and Community Relations (LGCR) staff on implementing a multi-pronged community engagement strategy, including assistance with developing a social media campaign, events coordination and supporting the Chancellor’s Community Partnership Fund. In addition, the intern will assist staff with the two major initiatives of the Chancellor’s Advisory Council on Student-Neighbor Relations: the Cal Move-Out Program, Happy Neighbors, and a Living Off Campus Initiative. As needed, our intern will support LGCR’s community engagement, research, and event hosting related to the Berkeley Global Campus at Richmond Bay. The Chancellor’s Community Partnership Fund (CCPF) supports projects and programs that establish, extend and/or strengthen collaborative partnerships between UC Berkeley and the wider Berkeley community -- LGCR administers the Fund. Our intern will assist with community outreach, communications and administration of the application process for the Fund. The Cal Move-Out Program is a partnership between UC Berkeley and the City of Berkeley focused on reducing the quantity of furniture, electronics and other unwanted items left by students at the end of the academic year. Primary responsibilities include coordinating a student outreach effort with on-campus student groups, identifying new community or business partners to collaborate in active recycling efforts, working with the City of Berkeley, and implementing a social media campaign that targets Cal students. The goal of the Off-Campus Living Initiative is to provide Cal students with information about living in Berkeley - everything from renters’ rights to personal safety to maintaining healthy and positive relationships with your neighbors. The primary responsibility would be to assist in building a coalition of campus, city and student stakeholders and lay the groundwork for continuing support to students living off-campus. The intern will also support LGCR staff in event and project management related to the Berkeley Global Campus at Richmond Bay (BGC). The BGC will serve as a new research and action hub in Richmond with a focus on global issues, culture and collaboration. The Berkeley Global Campus at Richmond Bay is a new model for global engagement and research integration that will have deep ties to the main campus and to the local community through a variety of educational, public health, community outreach, labor, and transportation partnerships.

**Work Schedule:** We would prefer our intern to work 3-4 hours/day, 2-3 days/week.

**Location**

**Address:** 2130 Center St, #200, Berkeley, CA 93020

**Transportation:** Downtown Berkeley BART AC: 1, 18, 51B, F, 49

**Internship Description**

**Skills:** Strong research and writing skills, professional-level experience with Microsoft Excel, and PowerPoint; ability to communicate effectively with diverse communities as well as professional staff, students. Intern also needs to have strong project management skills, able to work efficiently to meet deadlines, but be flexible enough to adjust to changing priorities; needs ability to work independently as well as a part of a group. Experience with social media and community outreach as well as event planning and management, web and/or graphic design experience also needed.
Learning: We think our intern will learn many things about how policy environments create opportunities for institutional and project development. We hope that our intern will learn to hone their professional development skills (including project management, targeted research, communication and outreach); understand and learn to cultivate town-gown partnerships as well as those between students and their neighbors; and gain better understanding of issues and policies related Student-neighbor relations as well as the impact that off-campus living has on the community and city services. Our inter will also experience the inner workings of a government relations office -- never a dull moment and lots of unexpected "asks" come from our local electeds and their staff.

Intern Duties:

- **Duty #1: Event And Project Management**
  The Local GCR intern will primarily assist the Assistant Director with managing the Chancellor's Community Partnership Fund grant cycle (Berkeley); the coalition building efforts involved in various Student-Neighbor Relations initiatives; and will support the LCRG staff with community engagement efforts related to the Berkeley Global Campus at Richmond Bay. Event and project management responsibilities will vary but will include everything from event planning and marketing to day of logistics and follow-up. Long-term projects include an annual community report for the CCPF and website updates for all of Local GCR; as well as BGC projects supporting UC Berkeley relations and partnerships with the Richmond community.

- **Duty #2: Community Outreach and Communications**
  Assessing and managing the student and larger community outreach pieces for current projects and initiatives related to many aspects of Local GCR work in Berkeley and Richmond. Responsibilities might include managing content development for a community engagement database and website.

- **Duty #3: Policy Research**
  Previous research topics for interns have included: identifying off-campus living resources available to Cal students and researching policies and practices from other, similarly-situated universities. Researching communication strategies for funds similar to the CCPF. Identifying relevant issues areas and lessons learned in UC-system Long Range Development Plans. Our Local GCR intern will conduct other policy research related to current projects and initiatives.

- **Duty #4: Leadership Development**
  Coalition-building for the Student-Neighbor Relations initiatives like Happy Neighbors. Program development for the Cal Move-Out Program. Presentation and strategic communications development in general.