Internship Program Description 2016-2017

Important Dates:
Application Due: Sunday, March 20, 2016 11:59pm
Round 1 Interview: March 31-April 5, 2016
Round 2 Interview: April 11-20, 2016
Notified of position: Monday, April 25, 2016
Info sessions:
  • Wednesday, March 9, 2016 4pm-5pm 156 Dwinelle
  • Monday, March 14, 2016 2pm-3pm 242 Dwinelle
Pre-Program Orientation: Tuesday, May 3, 2016 6pm-7:30pm

Program Description
Cal in Local Government partners with organizations in the Easy Bay including but not limited to government departments, councilmember offices, non-profit organizations, research institutions, and other affiliates engaging in policy related work to provide 1 year project-based internships to UC Berkeley students interested in understanding the connection between public service and government efforts to create healthy communities.

Internship Start Date: Week of September 12, 2016
Internship End Date: Week of April 28, 2017

Program Orientation: Week of August 22, 2015 (date TBD)
Student Leaders in Service Orientation: August 22, 2016 9am-4pm
Student Leaders in Service Retreat: January 28, 2017 9am-4pm
1st and 2nd Tuesdays of the month trainings: 6pm-7:30pm (Tuesdays)
Time Commitment: 6-8 hours/week
Cost: None
Benefits: Earn field study units

Preferred Skills/Requirements
• Undergraduate or Graduate student enrolled at UC Berkeley
• 1 year of service experience
• Ability to manage multiple projects at the same time
• Ability to effectively manage various time commitments
• Ability to meet deadlines and take initiative
• Demonstrated interest and engagement government and/or public policy
• Ability to work independently and as part of a team
• Competent computer skills and ability to do online research

Job Responsibilities & Expectations
• Vary depending on site placement. Please review CLG Placement Descriptions for specific site requirements
• Complete yearlong (6-8 hours/week) internship beginning Week of September 12, 2016 and ending Week of April 28, 2017