

The Assembly Committee on Jobs, Economic Development, and the Economy (JEDE)

INTERNSHIP DESCRIPTION:

The Assembly Committee on Jobs, Economic Development, and the Economy (JEDE) is the policy committee in the California State Assembly responsible for issues related to small business, international trade, economic justice, and workforce development. Interns play an important role in researching policy issues, preparing briefing documents, and assisting in hosting legislative hearings. Interns' individual strengths and educations will inform what responsibilities are assigned, and their efforts will be integral to the committee's production. Students of economics, accounting, sociology, political science, and other disciplines have had successful experiences in this office.

LOCATION: Legislative Office Building, 1020 N Street, Room 359, Sacramento, CA 95814

RESPONSIBILITIES:

- Participating in legislative policy discussions related to Chair's bill package
- Engaging with economic development stakeholder groups
- Updating JEDE's Fast Facts documents
- Using social media to inform and empower entrepreneurs and social enterprises
- Researching content to be included in committee bill analyses and other publications
- Briefing the JEDE Chair before key policy speeches and meetings

REQUIREMENTS:

- Knowledge of Excel, Word, and PowerPoint
- Flexible and able to adapt to a fast paced learning environment
- Detailed oriented
- Can work independently and is also a team-player