



ELLEN C. JAFFEE
Assemblywoman 97th District

THE ASSEMBLY
STATE OF NEW YORK
ALBANY

CHAIR
Committee on Children and Families
COMMITTEES
Environmental Conservation
Health
Mental Health
Steering Committee
Education

Internship Opportunity

Assemblywoman Ellen C. Jaffee, Chair of the Committee on Children and Families, welcomes high school and college students to intern in her district office located in Pearl River, New York. **High School juniors/seniors as well as college students are encouraged to apply.**

The internship program offers students the opportunity to participate in NY State government and deepen their understanding of the legislative process through a well-structured, practical learning experience in our fast-paced Assembly office. This hands-on program is designed to mentor today's young leaders, strengthen their understanding of politics at the state and local level, and prepare them for future public service opportunities. In addition, by immersing students in an authentic government experience, the internship is an opportunity to enhance job skills and build a resume.

In addition to research and administrative responsibilities in our fast-paced Assembly office, interns are assigned daily responsibilities according to their area of study, interests, and future career goals.

Activities include working alongside the Chief of Staff, the Director of Communications, the Director of Constituent Services, and the District Office Community Liaison; assisting with drafting constituent responses and other communications; responding to the Assemblymember's mail, e-mail, and phone calls; conducting research on a broad range of policy issues in order to respond to constituents' requests; assisting with the handling of proclamations, certificates and letter requests; assisting with updating contact files for various constituent groups; participating in community events and outreach and other office tasks as needed.

This is not a paid internship. However interns may be eligible for college credit and/or community service hours.

Please feel free to contact Rita Borst with any questions and interest at 845-624-4601 or via email at borstr@nyassembly.gov.

Thank you for your interest in this internship opportunity. We look forward to hearing from you.