



YOUTH LEADERSHIP DEVELOPMENT INTERNSHIP PROGRAM

INTRODUCTION

The Los Angeles County Democratic Party (LACDP) is the official body of the Democratic Party in Los Angeles County and the largest local Democratic Party entity in the United States, representing over 2.2 million registered Democrats in 88 cities with a population larger than 42 other states. LACDP charters nearly 100 Democratic organizations, endorses candidates and ballot measures, and strategically targets and mobilizes for electoral campaign activities.

DESCRIPTION

In 2011, LACDP will be involved with nearly 200 local and special legislative races in building the Democratic Party's infrastructure and mobilizing Democratic voters, including campaign mobilization, campaign rapid response, get-out-the-vote operations, fundraising, special events, voter registration/outreach, and legislative/issue advocacy.

The intern will be working closely with the LACDP Chair and the LACDP staff to assist maintaining regular Democratic Party operations; planning special events; and working as directed on electoral campaign, legislative advocacy, and Democratic Party-building activities.

This internship is ideal for college students or recent graduates who are interested in becoming involved in Democratic politics. The internship will be based at the LACDP Headquarters in the mid-Wilshire area of Los Angeles, but may require some travel to other parts of the county.

RESPONSIBILITIES

Level of involvement depends on the individual's interest and time availability. At least 15-20 hours of interning per week is strongly preferred.

Projects include, but not limited to:

- Administrative operations, such as filing and data entry
- Democratic Party meeting, campaign, and special events planning
- Party services, such as constituent services, mailings, and fundraising
- Volunteer/community outreach and coordination
- Voter registration, community outreach, and grassroots mobilization

QUALIFICATIONS

The Intern will be expected to:

- Be committed to Democratic Party ideals and values
- Communicate clearly orally and in writing
- Have basic computer and office skills
- Handle multiple projects simultaneously
- Work both independently and as a member of a team

It is preferred, but not required, that the intern:

- Has prior political or campaign experience
- Be proficient in more than one language

CONTACT INFORMATION / APPLICATION

Please send the application, cover letter, résumé, and a writing sample to Clark Lee, Political Director:

Email: intern@lacd.org

Fax: (213) 382-1278

Mail: Los Angeles County Democratic Party, 3550 Wilshire Blvd., Suite 1203, Los Angeles, CA 90010

Note: Credit available for participating schools or colleges

For More Information or Questions: (213) 382-1211 / intern@lacd.org



**YOUTH LEADERSHIP DEVELOPMENT INTERNSHIP PROGRAM
APPLICATION**

Please type or print legibly. Applications received without (1) a cover letter, (2) a résumé, and (3) a writing sample will not be processed. Please return the completed application to the Los Angeles County Democratic Party at intern@lacd.org, via fax at (213) 382-1278, or mail to: 3550 Wilshire Blvd. Suite 1203, Los Angeles, CA 90010. If you have any questions, please contact us at (213) 382-1211 or email intern@lacd.org.

Internship Term:

I am applying for the following internship term(s):

- Spring 2011 Summer 2011 Fall 2011 Winter 2011 Spring 2012 Summer 2012
 Other (Please Specify): _____

Each internship period is typically two months to four months; flexible scheduling is available.

General Information:

Mr. / Ms. First Name: _____ Last Name: _____
Current Address: _____ City: _____ ZIP: _____
Permanent Address: _____ City: _____ ZIP: _____
Phone (Cell): _____ Phone (Home): _____
Email: _____ Birth Date (Month/Date/Year): _____ / _____ / _____
School Name (If Currently Enrolled): _____ Major: _____

Attachments – Cover Letter / Résumé / Writing Sample:

- **Cover Letter / Résumé** - Please submit your cover letter and résumé along with this application form.
- **Writing Sample** - Please submit a writing sample along with this application form. The writing sample should be no more than 10 pages and should be a fair representation of your writing style and analytical ability. Generally, writing sample on political science, history, government, current events, or policy is preferred.

References (If Applicable):

(1) First Name: _____ Last Name: _____
Phone: _____ Email: _____
Position: _____ Organization: _____
(2) First Name: _____ Last Name: _____
Phone: _____ Email: _____
Position: _____ Organization: _____

Interview:

Following the submission of your application, you will be contacted for a scheduled in-person or phone interview.

Signature:

I certify that all of the information and statements in my application are true, complete and correct to the best of my knowledge. (For electronic signature, please type your name on the appropriate signature line.)

Signature of Intern Applicant

Signature of Parent/Guardian (If under 18)

Date