



Office of the County Executive
3501 Civic Center Drive
Suite 325
San Rafael, CA 94903
marincounty.gov

Governed by 5-member
elected Board of
Supervisors.

Marin County has a
population of 256,000, with a
diverse landscape ranging
from urban areas along
Highway 101 to rural areas
in West Marin.

22 County departments
provide services including
health and human services,
public safety, parks and
recreation.

Application requirements

- Resume/listed work experience
- Writing sample

Responses to questions:

1. *Why are you interested in this position, and in working for government in general?*
2. *In your opinion, what are the most significant challenges facing City and County governments in the Bay Area right now?*
3. *Describe a project or assignment in your academic or professional career that was especially challenging or rewarding. What did you learn from the experience?*

Marin County Legislative Policy Intern - Summer 2024

PAID POSITION OPEN TO UNDERGRAD & GRADUATE STUDENTS



The internship

The Marin County Executive's Office manages the [Legislative Support and Advocacy program](#), which supports the Board of Supervisors and County Departments on a wide variety of local, state and federal issues.

The Legislative program is seeking a summer intern to support the team's efforts in analyzing state and federal policy, legislation, and funding opportunities – as well as strengthen intergovernmental partnerships with Marin's cities and towns. Legislative topics range widely and include housing, flood control, transportation infrastructure, local agriculture, criminal justice reforms, e-bike regulations, among others. Read [Marin County's 2024 Legislative Platform](#).

The internship will provide opportunities to learn about County government, how different levels of government work together, meet and work with elected officials and other county leaders, and gain workplace skills include professional writing. The intern will learn how to write [policy position letters](#); analyze updates from state agencies, associations, and advocacy organizations; and understand the state budget process.

Timeline

The internship will be 20-30 hours per week, and last 10-12 weeks beginning in June (start date flexible). The position may be remote 1-2 days per week and is otherwise onsite at the Civic Center. Pay is \$18.77-\$26.22/hour based on education, skills and experience.

The ideal candidate

Applicants must be in the process of earning an undergraduate or graduate degree related to public policy; or must have graduated within the past 12 months.

The internship will involve a wide variety of tasks including writing, report summarizing, quantitative and qualitative research, website updates and content management, process development, and presentations. The ideal candidate will enjoy working in a fast-paced professional environment, and most importantly, has a **strong interest in local government and Marin County.**

Apply by May 17

Applications due Friday 5/17/2024 at 11:59pm
[Legislative Policy Intern Job Posting](#)