



Asian Pacific Islander Capitol Association Summer 2020 Internship Application Guidelines

In Collaboration with the Asian Pacific Islander Legislative Caucus

Mission Statement:

To provide college students and recent graduates who are dedicated to public service a substantive and meaningful employment and educational experience working in the California State Legislature, with a goal towards creating and promoting a new cohort of Capitol legislative staffers.

About the Internship

- Full-time, 10-week internship serving in a legislative office in either the California State Assembly or State Senate
- Starts on Tuesday, June 16th and ends on Friday, August 21st
- Interns receive a stipend of \$5,040 for the ten-week period. These funds will be provided twice a month, contingent on the successful completion of the program and its academic components
- Week-long orientation, professional and skill development sessions, dedicated mentorship, and access to the APICA network of staff and elected officials
- **Please note that due to the ongoing COVID-19 pandemic, if the State of California and/or Sacramento County is still under a shelter in place order or stay at home order and with the discretion of the APICA board, the internship may be canceled. The board will notify applicants by Wednesday, June 10, 2020 if the internship is canceled and provide other scholarship opportunities instead.**

Applicant Qualifications

- Current college student or recent graduate who is at least 21 years old at the time the internship begins
- Available to work full-time for the duration of the 10-week internship program

Application Materials

1. Personal Statement

- a. The total personal statement may not exceed **two pages**
- b. The format must be 1-inch margins, Times New Roman, 12-point font, and double-spaced
- c. We are interested in learning about you, your aspirations, and your interest in becoming an APICA summer intern. The personal statement will be composed of two parts, with each part consisting of **one page**:
 - i. First, we would like you to discuss how your cultural background has helped shape your identity and/or worldview
 - ii. Secondly, we would like you to discuss and demonstrate your interest in eventually working as a staffer in the Capitol and passion for public policy
- d. Please proofread your statement, as grammatical or typographical errors will weaken your application

2. Resume, not to exceed **one page**

3. Official or unofficial transcript(s) from each college or university attended

4. Submit application materials to APICA.Internship@gmail.com.

Selection Process

- Application deadline: Friday, April 24, 2020
- Interviews for select candidates: Monday, April 27, 2020 - Friday, May 1, 2020
- Acceptance notification: Saturday, May 2, 2020
- COVID-19 cancelation notification (if necessary): Wednesday, June 10, 2020.
- Internship start date: Tuesday, June 16, 2020
- Internship end date: Friday, August 21, 2020
- Optional extension, for interns seeking employment in the Capitol community, subject to agreement with the host office and the APICA board.

About the Asian Pacific Islander Capitol Association (APICA): We are a non-partisan, non-profit organization comprised of legislative staffers, lobbyists, and advocates, as well as other Asian Pacific Islander (API) professionals in the Capitol Community. Through leadership training programs, informative sessions with API leaders, community engagement opportunities, and social and networking events, APICA serves as a support network that promotes API staff recruitment and development, and connects its members to the local community. You can find more information about APICA at www.apicasac.org.