



Department: San Joaquin County – Registrar of Voters

Project Focus: Elections Education, Community Outreach, Voter Engagement & Public Information

Summary:

The San Joaquin County Registrar of Voters Office is seeking an enthusiastic, responsible, community-minded self-starter to support a variety of elections education and outreach initiatives. This project offers the opportunity to join an internship team dedicated to strengthening voter engagement, expanding public access to elections information, and promoting civic participation throughout the county.

Interns will gain hands-on learning experience in community outreach, public education, event coordination, elections administration, and public communications. Interns will shadow and learn from Elections staff during voter registration activities, community events, educational workshops, school outreach, and public-facing informational campaigns. This opportunity is ideal for students interested in public service, community engagement, political science, public administration, communications, or related fields.

Intern Responsibilities & Learning Objectives:

- Shadow Elections Department staff to learn how county elections work and how they serve the public.
- Learn how election related activities are planned and conducted for students, community groups, and the public.
- Shadow Elections Department staff during voter education at community events, school presentations, fairs, and workshops.
- Learn how to create simple educational materials like flyers, posters, graphics, and scripts.
- Support voter registration drives and shadow staff informational tables at community events.
- Learn how voter registration forms, ballots, and other election materials are handled accurately.
- Learn how to set up and prepare displays, posters, and presentations for outreach events.
- Learn the importance of collecting data, doing basic research, and keeping records of outreach activities.



- Learn how community organizations work and participate in joint projects that encourage civic participation.
- Learn the importance of project planning, public speaking, teamwork, and community outreach.

Requirements & Qualifications:

- Interested in helping the community and learning about civic engagement.
- Good communication skills, comfortable talking and writing clearly.
- Friendly and able to work well with others from different backgrounds.
- Organized, pays attention to details, and can follow directions.
- Curious about elections, government, or public service (not required, but helpful).
- Dependable, responsible, and committed to doing quality work.
- Eager to learn new skills in a professional environment.
- Able to meet deadlines and contribute to group projects.
- Work created during the internship will belong to both San Joaquin County and the intern.

Eligibility:

- A current high school junior or senior enrolled in a recognized high school program at a high school located in San Joaquin County
- Must have permission from parent/guardian and meet any school district guidelines for internship participation.

Schedule & Compensation:

- Approximately 20 hours per week for 6 weeks during the summer break.
- This is a paid internship through our partners at San Joaquin A+.



Intern Submission Procedures:

- For details on internship opportunities and to submit an application through San Joaquin A+, please visit: <https://sjgov.org/department/hr/programs-services/employee-development/internships/>

Opportunities Post Internship:

- Letters of recommendation for work/college
- Temporary or permanent employment opportunities at age 18.
- Student Election Officer Program participation priority.
- Spotlight opportunities on social media.