



**Department:** San Joaquin County – Registrar of Voters

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

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**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 work alongside 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.

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**Intern Responsibilities & Learning Objectives:**

- Shadow Elections staff to learn the inner workings of county elections operations, public information services, and community outreach programs.
- Learn about the planning, organization, and implementation of elections education activities for the public, community groups, schools, and partner organizations.
- Observe and support voter education efforts at community events, workshops, fairs, presentations, and outreach activities targeted to diverse and underserved populations.
- Learn how educational materials are created, such as brochures, displays, graphics, scripts, and informational content tailored to community audiences.
- Observe and assist with voter registration drives, outreach sessions, and informational booths at community gatherings.
- Learn how voter registration documents, ballots, and other election-related materials are processed, with an emphasis on accuracy and compliance.
- Participate in learning activities related to developing public informational displays, including posters, exhibits, and presentations for outreach events and elections fairs.



- Learn the basics of data collection, research, report preparation, and tracking outreach activities and program effectiveness.
- Learn the structure and functioning of community agencies and participate in collaborative projects supporting civic participation.
- Observe and assist staff in responding to routine public inquiries and providing accurate elections information.
- Gain exposure to project management, community engagement, public speaking, and outreach strategies.

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### **Requirements & Qualifications:**

- Passionate about public service, civic engagement, and community outreach.
- Strong interpersonal, verbal, and written communication skills.
- Comfortable interacting with the public and working collaboratively with diverse community partners.
- Detail-oriented with strong organizational skills; able to follow oral and written instructions.
- Interest in elections, public administration, political science, or community engagement is a plus.
- Reliable, responsible, and committed to producing high-quality work.
- Willingness to learn and grow in a professional government environment.
- Ability to meet timelines and contribute positively to team projects.
- All materials and work products created during the internship will be the property of San Joaquin County and the intern(s), jointly and separately.

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### **Eligibility:**

- A student currently enrolled at a two- to four-year college or university and in good academic standing, **OR**
- A student not currently enrolled in a post-secondary institution who is building experience for a future career and available during the project period.



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### **Schedule & Compensation:**

- 10–20 hours per week at \$17.61 per hour during the academic year, scheduled around the intern's availability.
- Up to 32 hours per week at \$17.61 per hour during summer break, peak elections or outreach periods when available.

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### **Intern Submission Procedures:**

- Send a cover letter and resume to [Registrar@sjgov.org](mailto:Registrar@sjgov.org)
- Subject line: Registrar of Voters – Community Outreach & Elections Education Intern
- Optional: unofficial transcripts and letters of recommendation.
- Selection interviews will be conducted by County employees.

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### **Opportunities Post Internship:**

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