



4507 Valley Blvd. Ste 203 • Los Angeles, CA 90032  
[www.pleitezforcongress.com](http://www.pleitezforcongress.com)

**COLLEGE INTERNSHIPS**

We welcome motivated college students who are seeking to expand their skill-set with a highly qualified team. We have fifteen different internship programs (see positions and job descriptions below). Make this your opportunity to create change and establish your presence in East LA and the San Gabriel Valley. Play a key role in organizing and electing the youngest member in Congress. To apply for the Pleitez For Congress Internship, please submit the following items:

- Completed Application Form (pages 5 & 6 of College Internship Packet)
- Resume

If you have any questions or concerns, please contact Field Director, Diana Solorio at (626) 409-1499 or [diana@pleitezforcongress.com](mailto:diana@pleitezforcongress.com).

**ABOUT EMANUEL**

Emanuel Pleitez was born and raised in the Eastside of Los Angeles. He graduated from Woodrow Wilson High School in El Sereno and earned his B.A. from Stanford University. Pleitez recently served as a member of the Obama-Biden Transition Team for the Treasury Department. He has worked in the offices of Antonio Villaraigosa, and under Senators Tom Daschle and Hillary Clinton on the Senate Democratic Steering and Coordination Committee.

**LOCATION(S)**: Most positions work from the main office. We have field-site positions throughout East Los Angeles and San Gabriel Valley, which include: Asuza, Baldwin Park, City Terrace, Covina, Duarte, El Monte, El Sereno, Irwindale, Rosemead, South El Monte, and West Covina.

POSITION	JOB DESCRIPTION
Deputy Field Director(s)	Pleitez For Congress seeks experienced field organizers who enjoy hands-on grassroots organizing. The deputy regional field organizer will recruit, train, and coordinate canvassers within a specific region of the East Los Angeles and San Gabriel Valley. The ideal candidate will possess leadership abilities, strong communication skills, and be comfortable interacting with a wide variety of people. Reliable source of transportation is needed. Minimum commitment of 20-25 hours a week. Spanish, East Asian Language Speakers (Conversational or Higher) a plus.
Field Organizer(s)	Pleitez For Congress seeks passionate community field organizer(s). Tasks will include event planning, canvassing, recruiting volunteers, and other outreach responsibilities. All majors are encouraged to apply. Working schedules are flexible. Reliable source of transportation is needed. Minimum commitment of 15 hours a week. No previous experience is necessary. Spanish, East Asian Language Speakers (Conversational or Higher) a plus..



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POSITION	JOB DESCRIPTION
<b>Data Analyst(s)</b>	Pleitez For Congress involves grassroots, neighborhood-by-neighborhood organizing strategies in order to mobilize voters and other networks. Our organizers will need to be working from the best data available to connect with community members. The Data Analysts will be responsible for gathering and analyzing demographic, geographic and political data from a variety of sources. The ideal candidate should be proficient with Microsoft Office (Word, Excel, PowerPoint). Voter database knowledge a plus. Position is open to all majors. Working schedules are flexible. Minimum commitment of 15 hours a week. No previous experience is necessary. Training is available.
<b>Research Assistant(s)</b>	Pleitez For Congress seeks research assistants who will aid in research and information management. The ideal candidate will have good time management skills and a natural sense of curiosity. You should be comfortable with making calls, Internet research, and Microsoft Word and Excel. Position is open to all majors. Working schedules are flexible, and no previous experience is necessary. Minimum commitment of 12 to 15 hours a week. Spanish, East Asian Language Speakers (Conversational or Higher) a plus.
<b>Event Coordinator(s)</b>	Pleitez For Congress seeks enthusiastic event coordinators to develop and organize both small-scale and large-scale events throughout the East Los Angeles and San Gabriel Valley. The events may include fundraisers, community or political events. Event Coordinator(s) work with an energetic team of staff and volunteers. The ideal candidate is a team player and should be creative, personable, and detail-oriented. Position is open to all majors. Working schedules are flexible. Minimum commitment of 15 hours a week, and no previous experience is necessary.
<b>Public Relations Liaison(s)</b>	Pleitez For Congress establishes and maintains cooperative relationships with representatives of communities, consumer, employee, and public interest groups within the district. Building all types of outreach and networking strategies is the core nature of this position. Our campaign is looking for energetic, friendly, and creative PR interns. Social networking websites (MySpace, Facebook, LinkedIn, etc.) knowledge a plus. Positions are open to all students. Location varies. Two-hour shifts or four-hour shifts after-school and weekends available. Minimum commitment of 12 hours a week. No previous experience is necessary.
<b>Youth Outreach Director(s)</b>	Pleitez For Congress seeks committed individuals of social change to organize outreach programs related to college preparation and civic engagement for youth. Ideal interns will collaborate with youth-oriented nonprofit groups and local schools within different areas of the East Los Angeles and San Gabriel Valley. Youth Directors are supported with a team of staff and volunteers. We are seeking individuals who have strong leadership and communication skills. Position is open to all majors. Working schedules are flexible. Minimum commitment of 15 hours a week. No previous experience is necessary. Reliable source of transportation is needed. Spanish, East Asian Language Speakers (Conversational or Higher) a plus.



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<p><b>College Ambassador(s)</b></p>	<p>Pleitez For Congress seeks motivated college students to build a relationship between the campus and the campaign as College Ambassadors. College Ambassadors establish outreach strategies on their campus to inform students about the candidate. College Ambassadors maintain good relationships with student organizations, faculty and staff, and school administrators. The interns also assist in the development of on-campus events and fundraisers. Position is open to all majors. Working schedules are flexible. Minimum commitment of 10 to 15 hours a week. No previous experience is necessary.</p>
<p><b>Voter Registration Director(s)</b></p>	<p>Pleitez For Congress provides a great opportunity for growth and exposure to various aspects of political campaigns. Primary responsibility of this position is to organize and plan creative voter registration drives in local communities. Anyone who is passionate about politics and civic engagement should apply. Position is open to all majors. Working schedules are flexible. Minimum commitment of 15 to 20 hours a week. No previous experience is necessary. Reliable source of transportation is needed. Spanish, East Asian Language Speakers (Conversational or Higher) a plus.</p>
<p><b>Voter Registration Deputy Director(s)</b></p>	<p>Pleitez For Congress provides a great opportunity for growth and exposure to various aspects of political campaigns. Voter Registration Deputy Directors will assist in the planning, organization and execution of voter registration drives in local communities within the East Los Angeles and San Gabriel Valley. Position is open to all majors. Working schedules are flexible. Minimum commitment of 10 to 15 hours a week, and no previous experience is necessary. Reliable source of transportation is needed. Spanish, East Asian Language Speakers (Conversational or Higher) a plus.</p>
<p><b>Small Business Development Liaison</b></p>	<p>Pleitez For Congress seeks a committed individual of business and community development within East Los Angeles and the San Gabriel Valley. The Small Business Development Liaison builds relationships with small business owners to measure needs of sustainable economic growth. Position is open to all majors. Working schedules are flexible. Minimum commitment of 10 to 15 hours a week, and no previous experience is necessary. Reliable source of transportation is needed. Spanish, East Asian Language Speakers (Conversational or Higher) a plus.</p>
<p><b>Political &amp; Community Outreach Interns</b></p>	<p>Pleitez For Congress is looking for interns to assist our Political and Community Outreach Division. Interns will assist the Political and Community Outreach Director by representing the campaign at Local Events, establishing and maintaining contacts with Local Officials, National Democratic and Progressive Organizations, and Constituent Groups. Interns will also be responsible for maintaining internal lists, writing policy briefs, and other assignments as determined by Political and Community Outreach Director. Position is open to all majors. Working schedules are flexible. Minimum commitment of 10 to 15 hours a week, and no previous experience is necessary. Reliable source of transportation is needed. Bilingual speakers preferred. Previous political experience not required, but desirable. Spanish, East Asian Language Speakers (Conversational or Higher) a plus.</p>



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<p><b>Graphic Designer(s)</b></p>	<p>Pleitez For Congress seeks a creative graphic designer/artist intern with sufficient experience to be comfortable producing in a fast-paced and deadline-oriented environment. The ideal candidate will be a team player and possess an understanding of Adobe Photoshop, Illustrator, and InDesign. Additional design programs a plus. Position is open to all majors. Working schedules are flexible, and previous experience preferred. Minimum commitment of 15 hours a week. Please bring some work samples for review.</p>
<p><b>Website Developer(s)</b></p>	<p>Pleitez For Congress seeks experienced web designers. The ideal candidate will be willing and ready to collaborate with campaign staff and be comfortable with giving and receiving constructive feedback. Website Developers should possess a strong graphics background with the ability to create clean and interactive web interfaces. This is an exciting position for exposure to all phases of the website design/development process. Position is open to all majors, but previous experience is preferred. Working schedules are flexible. Minimum commitment of 15 hours a week.</p>
<p><b><u>Finance &amp; Accounting Intern(s)</u></b></p>	<p>Pleitez for Congress seeks pro-active individuals with a can-do attitude. Finance &amp; Accounting Interns will join a team of Wall Street professionals and political organizers. Interns will also gain an in-depth understanding of the financial engine that drives a national-level political campaign. Responsibilities include managing financial correspondence, organizing both exclusive and grassroots fundraising events, and managing financial systems (i.e. budgets, bank accounts, payment schedules). You will develop a national network of political and financial supporters. We are seeking team players who are social and detail-oriented. Proficiency in Microsoft Office, especially Microsoft Excel, is preferred. Position is open to all majors with slight preference for those in Business, Mathematics, Accounting, and Finance majors. Working schedules are flexible, and no previous experience is necessary. Minimum commitment of 20 hours a week.</p>



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**COLLEGE INTERNSHIPS  
APPLICATION FORM**

**PLEASE ANSWER THE FOLLOWING QUESTIONS**

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth (MM/DD/YY): \_\_\_\_\_

Email: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

College/ University: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Expected Date of Graduation: \_\_\_\_\_

Current academic year (circle one): Freshman    Sophomore    Junior    Senior

Major(s)/Minor(s): \_\_\_\_\_

Will you receive credit for this Internship (circle one):    Yes    No

What position(s) are you applying for? \_\_\_\_\_

Please mark location preferences (if any):

- Asuza       Baldwin Park     City Terrace/El Sereno     Covina       Duarte       El Monte
- Irwindale     Rosemead       South El Monte       West Covina     Other: \_\_\_\_\_

**Please list your emergency contact below:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Day Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

**How did you hear about the Pleitez for College Internship Program?**

- Parent/Family Member       Career Center
- Friend       Pleitez For Congress Event (specify): \_\_\_\_\_
- College Campus       Website (specify): \_\_\_\_\_
- Pleitez For Congress Volunteer     Other (specify): \_\_\_\_\_



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APPLICATION FORM

PLEASE ANSWER THE FOLLOWING QUESTIONS

1. Why do you want to be an intern for Pleitez For Congress?

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2. What special skills, interests, or ideas do you think you can contribute?

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3. Describe any previous and current work/activities/volunteer experiences you have done or are participating in.

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4. List any languages other than English and level of fluency of each.

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5. Please mark down your availability:

Weekday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Time In							
Time Out							

**Please attach your resume.**

**Certification:** I certify that the information given on this application is complete and accurate and that I have completed this application with the full knowledge and consent of my parent(s) or legal guardian(s)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Drop-off or mail application form and supporting materials to:

Diana Solorio  
College Internships, Pleitez for Congress  
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Application Checklist  
 Completed Application Form  
 Resume

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