

**CALIFORNIA MEDICAL ASSOCIATION  
JOB DESCRIPTION**

TITLE: Intern  
CENTER: Communications and Political Affairs  
LOCATION: Sacramento  
REPORTS TO: Associate Director of Communications and Political Affairs  
EXEMPTION STATUS: School Credit

**POSITION SUMMARY:**

Provides general administrative and political support to the Communications and Political Affairs staff. Assists in the membership data entry process, candidate analysis, and maintains overall review and follow-up of office projects and performs specified administrative tasks.

**DUTIES/RESPONSIBILITIES:**

- Assists the Communications and Political Affairs team in all administrative duties, such as management of calendars, candidate interviews and general office support
- Research background of candidates and prepare background materials in preparation for candidate interviews
- Assists with the CALPAC membership and the Legislative Key Contacts Program data entry process
- Assists with various mass mailings to the CALPAC members, CMA members and others
- Assists with incoming telephone calls to the Communications and Political Affairs office and processes routine requests for information and materials
- Supporting staff in the coordination of major events throughout the year
- Supporting the Center for Government Relations as needed
- Help maintain office files, records and mailing lists
- Support various medical organization sections in outreach activities

**CONTACTS:**

Primary contact with CMA staff

**KNOWLEDGE/EXPERIENCE/EDUCATION:**

- Superior organizational and administrative management skills
- Ability to work unsupervised and to handle sensitive materials and information in a confidential manner
- Excellent verbal and written skills with ability to compose business correspondence
- Advanced computer skills
- Advanced clerical skills: spelling, proofreading, grammar, punctuation, filing and general office procedures
- Ability to interact in a professional manner with physician members
- Interest in the political/legislative/campaign process
- Interest in healthcare policy
- Must be enrolled in a University or College and must receive school credit

**SUPERVISION:**

Works under the supervision of the Associate Director of Communications and Political Affairs.  
*(This job description reflects the general nature of the job. It is not intended to be all-inclusive)*