Volunteer Opportunity for University of California Students & Recent Graduates

About the Office: For more than 150 years, the Office of the Attorney General, Department of Justice, has served as the people’s own law office and California’s leader in law enforcement, crime prevention and consumer protection. California Attorney General Kamala D. Harris is California’s top law enforcement officer and heads the California Department of Justice, which employs over 5,000 people who provide legal and law enforcement services to the state. The Attorney General represents the people of California in civil and criminal matters before trial courts, appellate courts and the supreme courts of California and the United States. If you are interested in using your research and writing skills to serve your community and share a determination to make a better California, a better nation and a better world, we invite you to apply.

About the Opportunity: The Office of the Attorney General is seeking applications from undergraduate students, graduate students, law students, and recent law school graduates who are willing to accept unpaid volunteer positions that offer a valuable opportunity to gain exposure to the office while also obtaining valuable research, litigation, communications, and/or policy analysis experience. The Office employs attorneys who are recognized experts in a wide variety of legal subject areas including but not limited to: consumer, antitrust, environment, business and tax, criminal and civil rights, and departmental staff who direct communications and manage media relations; oversee legislative proposals and advocacy; and roll-out special projects. Volunteers will have the opportunity to work with these experts, including working on matters of public interest and importance. A volunteer may perform a wide variety of research and writing work concerned with representing the state before the state and federal courts and administrative bodies; assist in the development of public policy and legislative proposals; review administrative guidance; draft press releases; manage complex datasets; and other duties are required and based on expertise. The position will be based out of the following Attorney General Offices: Los Angeles, Oakland, Sacramento, San Diego, or San Francisco.

Minimum Qualifications: Volunteers should have strong written and verbal communication skills, excellent organization skills, prior experience, or a strong interest in policy issues, and enjoy a fast-paced environment working independently or with a team. Volunteers should be responsible, reliable, and extremely attentive to detail. We will accept applications from undergraduate students, graduate students, law students, as well as law school graduates willing to volunteer their services. Volunteers will be responsible for transportation and will need to dedicate at least 24 hours a week during the school year or 40 hours during the summer. A semester commitment is required for current students; a one-year commitment is required for recent law graduates.

Apply Now: To apply, please submit a cover letter, resume, a writing sample of no more than 10 pages, and three references to Charlene.Brava@doj.ca.gov or Charlene Brava, Office of the Attorney General, Executive Office, 455 Golden Gate Avenue, Suite 1100, San Francisco, CA 94102. Please include preferred start date, preferred end date, work schedule, and preferred office location.