



Commissioner Franklin Donahoe
Representing Snohomish County

Commissioner Al Herron
Representing King County

Commissioner Sara Franklin
Representing South King County

Commissioner De'Sean Quinn
Representing South King County

Commissioner Sheila Reed Trahan
Representing Tri-Cities

Commissioner Dr. James Smith
Representing King County

Commissioner Dorian Waller
Representing Pierce County

Commissioner Sandra Williams
Representing Eastern Washington

Commissioner Dolly England
Representing Southwest Washington

Executive Director Edward O. Prince

The Washington State Commission on African American Affairs (CAAA) is an executive branch agency which serves to advise the Governor, the Legislature, and state and local agencies on issues of concern to the African American community.

We seek two volunteer part-time interns for our Olympia office. If you are interested in learning more about our state's political process, passionate about African American issues and want to help this community, and if you want to attend hearings, speak with Legislators and support our Commissioners in advocating for this community, this is the right place for you! Interns have the following responsibilities:

1. Keeping abreast of the bills which are introduced into the state legislature and studying the effects these bills have on the African American community. Possible attendance at House and Senate hearings, communication with constituents, researching issues and writing testimonies in support or opposition of legislation, assisting CAAA in responding to citizen and governmental inquiries and concerns, and creating fact sheets and materials.
2. Working with Executive Director and Executive Assistant on organization of bi-monthly Commission meetings, including agenda preparation, community outreach, and publicity. Works with Executive Assistant in the writing, layout, and editing of the Commission's regular newsletter. Ideal candidate will be familiar with MS Office Publisher and will have strong writing skills.
3. Helping with daily office operations, including answering phone calls and logging reports in the Commission database, updating the Commission website and social network sites, and other projects as assigned.

The minimum age is 18. We are looking for energetic, well-informed individuals with a demonstrated interest in politics and/or African American issues. You do not need to be African American. Basic to intermediate knowledge of MSWord, Power Point, Publisher & Excel are required.

This is an ongoing internship – if your application is accepted, we can be flexible with your start and end dates. We would prefer that candidates be able to travel to the Olympia office for 16 - 25 hours per week.

How to Apply: To apply, please submit: The CAA Volunteer Internship Application and a one-page written statement describing why public service is important to you, the areas of work that most appeal to you, the skills you wish to develop, and your long-term career goals.