



State Senator Jill N. Tokuda

Kaneohe • Kaneohe MCBH • Kailua • Enchanted Lake

PAID INTERNSHIP AT THE HAWAII STATE CAPITOL



Senator Jill N. Tokuda is seeking a highly motivated Windward Oahu high school or Windward Community College student for her **“A Capitol Experience”** (ACE) Internship Program during the 2011 Legislative Session.

Interested students should see their counselor or student activities coordinator for an application or call 587-7215 for more information.

Applications should be submitted no later than **Wednesday, January 12, 2011.**

State Senator Jill N. Tokuda

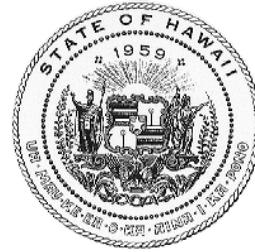
State Capitol, Room 218
415 S. Beretania Street
Honolulu, Hawaii 96813

Phone: 587-7215

Fax: 587-7220

E-mail: sentokuda@capitol.hawaii.gov





The Office of State Senator Jill N. Tokuda "A Capitol Experience" (ACE) Internship Program

Job Description

We are seeking a motivated high school student from Windward O'ahu or a current student enrolled at Windward Community College for a legislative internship at the office of State Senator Jill N. Tokuda during the 2011 legislative session.

The purpose of the internship is to provide a student with an opportunity to learn about the legislative process first hand while gaining personal and professional skills that will assist them in becoming an engaged and involved citizen.

An ACE intern will have the opportunity to work with and assist the senator and all members of the office staff on a variety of duties, including, but not limited to, legislative and administrative duties, research, and community concerns. Senator Tokuda is currently the chairperson of Senate Committee on Education, so ACE interns will be working on issues relating to the Department of Education, the University of Hawai'i system, early childhood education and other related matters.

Responsibilities include, but are not limited to the following:

- Supporting administrative staff by performing data entry, drafting correspondence to constituents, and compiling news articles.
- Writing regular columns for Senator Tokuda's monthly newsletter *Ko'olau Konnections*.
- Supporting legislative staff by conducting light research, archiving testimony electronically (scanning), attending briefings and hearings, and tracking legislation.
- Assisting with the coordination of Senator Tokuda's Art Review (STAR) program.
- Working with student leaders monitoring the legislative session.

Preferred Qualifications:

- Strong desire to learn about and be involved in the legislative process.
- Good written and oral communication skills.
- Participation in school activities and organizations.
- Positive attitude and an ability to handle a number of tasks at once.
- Resident of Windward O'ahu or a student at a Windward O'ahu school or Windward Community College.
- Student must have minimum grade point average (GPA) of 2.0.

Hours and compensation: This internship is available during the 2011 Legislative Session. The legislative session begins in the third week of January and continues until the first week in May. The student who is selected for this internship will be paid \$10.00 an hour and will work approximately ten (10) hours a week. Transportation to and from the Capitol will be the responsibility of the intern.

Application process: Students interested in applying for the ACE internship should contact their Student Activities Coordinator or Career Counselor for an application or contact Darlene Tsukazaki at 587-7215 or via email at d.tsukazaki@capitol.hawaii.gov.

Applicants should submit a completed application form, a writing sample, and a letter of recommendation from a teacher via fax at 587-7220 or by mail to:

Senator Jill N. Tokuda
State Capitol, Room 218
415 S. Beretania Street
Honolulu, Hawai'i 96813
ATTN: Darlene Tsukazaki

Applications and all related materials must be submitted by Wednesday, January 12, 2011

For more information, please contact Darlene Tsukazaki at 587-7215 or via email at d.tsukazaki@capitol.hawaii.gov.



A Capitol Experience (ACE) Internship Program

APPLICANT INFORMATION			
Last Name	First	M.I.	D.O.B.
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Age	School	GPA	

REFERENCES			
<i>Please list the following information about the teacher who will provide a letter of reference.</i>			
Full Name		Subject	
How long has this teacher/instructor known you?		Phone	

ESSAY
<i>Answer the following questions by writing a short essay. Please type essays or write in legible handwriting. You may use additional sheets of paper if you need more space.</i>
<i>Why are you interested in being an ACE Intern?</i>
<i>What is the most important issue facing Hawaii's youth, and what ideas do you have to address this problem?</i>
<i>Why is it important for our youth to be involved in government? How would you reach out to your peers to engage them in government?</i>

Please submit this application, a writing sample, a letter of recommendation from a teacher, and a résumé (not required) to:

Senator Jill N. Tokuda
State Capitol, Room 218
415 S. Beretania Street
Honolulu, Hawai'i 96813
Attn: Darlene Tsukazaki

Applications and related materials can also be faxed to 587-7220 or emailed to d.tsukazaki@capitol.hawaii.gov.

Applications must be received by January 12, 2011.

For more information, contact Darlene Tsukazaki at 587-7215 or via email at d.tsukazaki@capitol.hawaii.gov.