



**Supervisor Paloma Aguirre**  
San Diego County | District 1

## P.A.L.O.M.A. Fellowship

# Public Administration & Leadership Opportunities for Meaningful Action

### Program Overview

The Office of Supervisor Paloma Aguirre offers a paid fellowship for currently enrolled college students interested in public service, policy, communications, and community engagement.

San Diego County's First Supervisorial District covers approximately 256 square miles and is celebrated for its vibrant cultural and binational connections. The district includes both urban and rural areas, with significant portions of coastline and unincorporated regions, and serves 641,435 people. The district encompasses diverse communities, including the incorporated cities of Chula Vista, National City, and Imperial Beach; the neighborhoods of San Ysidro, Otay Mesa, Barrio Logan, Logan Heights, East Village, Golden Hill, South Park, Grant Hill, Lincoln Park, Memorial, Mount Hope, Mountain View, Nestor, Sherman Heights, Southcrest, and Stockton; as well as unincorporated areas in South County such as Bonita, Sunnyside, Lincoln Acres, East Otay Mesa, La Presa, and parts of Spring Valley.

Our work starts with addressing our district's needs, creating policies and programs through an equity lens so all San Diegans can thrive. We will focus on three key issues, including housing affordability and homelessness, healthcare access- including behavioral health & social services that support the high cost of living for the most vulnerable and economic development.

This fellowship runs from mid-March through the end of the calendar year (December), providing comprehensive learning experience that allows students to engage with a variety of office functions including constituent services, legislative process, event coordination, communications strategy, and multimedia content creation. Fellows will gain a practical understanding of how local county government operates, how community engagement initiatives are developed and implemented, and how effective communications help foster transparency, trust, and civic participation. The rotational structure ensures exposure to multiple areas of

professional practice, helping fellows develop a broad skill set while applying academic knowledge to real-world projects.

## Compensation

- \$16.50 per hour
- Part-time, flexible schedule (20 hours per week)

## Eligibility Requirements

Applicants must:

- Be currently enrolled in an accredited college or university

## Fellows Responsibilities

### Community Engagement

- Assist with proclamations, certificates, and community recognitions
- Support constituent services and case tracking
- Perform data entry and maintain internal records
- Assist with meeting preparation, agendas, and note-taking
- Help staff community events, town halls, and public meetings
- Support outreach to community organizations and residents
- Assist with event logistics, materials, and setup

### Communications

- Assist with drafting and editing emails, newsletters, and announcements
- Support social media content creation and scheduling
- Assist with video production, filming, and basic editing
- Provide photography and videography support at events
- Assist with website content and editorial planning
- Track engagement metrics and support basic analytics

## Learning Outcomes

Fellows will gain practical experience in local government operations while applying academic knowledge in real-world contexts. By participating in community engagement initiatives, staffing events, managing constituent communications, engaging with the policy staff and contributing to office projects, Fellows will develop core competencies aligned with university curricula, including professional communication, critical thinking, applied research, and civic engagement. This experience connects directly to coursework in public administration, political science, communications, media studies, and social sciences, allowing students to bridge theory with practical implementation. Fellows will also gain exposure to the policy and legislative functions of the office by assisting with background research, tracking issues, and supporting legislative operations under staff guidance.

Through this fellowship, students will also strengthen professional and workplace skills such as collaboration, project management, time management, and interdisciplinary problem-solving by working across multiple office functions. Fellows will leave the program with a portfolio of tangible work products—including written content, digital communications, and multimedia projects—that demonstrate applied learning and mastery of core academic competencies.

### **Fellows will gain:**

- Practical experience in local government and public administration
- Professional writing and digital communication skills
- Experience in community outreach and constituent services
- Exposure to multimedia storytelling, social media, and public-sector messaging
- Time management, teamwork, and professional workplace skills

### **Application Requirements**

Applicants must upload and submit:

- Resume
- Cover letter
- Writing samples (published or unpublished), (required)
- Video, graphic design samples, or portfolio (highly suggested)

Writing samples may include class assignments, articles, reports, blog posts, or other relevant work. Multimedia samples may include videos, photography, graphic design, or social media content.