



## CDA Internship – Volunteer Application

Thank you for your interest in the California Department of Aging Internship Program! The California Department of Aging (CDA), operating under the umbrella of the California Health and Human Services Agency, is a California state department that oversees the execution of the Older Californians Act and the Older Americans Act. CDA also administers programs that serve older adults, adults with disabilities, family caregivers, and residents in long-term care facilities throughout the State. To promote the Department's goal of every Californian having the opportunity to enjoy wellness, longevity, and quality of life in strong healthy communities, CDA actively collaborates with many other State departments (and other entities) on transportation, housing and accessibility, emergency preparedness and response, wellness and nutrition, falls and injury prevention, improving services to persons with dementia, reducing fraud and abuse, and many other issues.

CDA's Internship Program is an unpaid, volunteer opportunity open to college students, graduate-level students, recent graduates of an undergraduate or graduate-level program, and non-student career professionals. For undergraduate and graduate-level students specifically, this internship opportunity is intended for those students who can make a semester, quarter, or summer commitment. CDA internships provide opportunities to work in public service to research and analyze policy issues impacting older adults, people with disabilities, and caregivers, in line with California's [Master Plan for Aging](#).

This volunteer internship program is designed to inspire students and professionals while preparing them for success in their future careers. Virtual and onsite hybrid internships are available for the California Department of Aging headquarters located at 2880 Gateway Oaks Drive, Suite 200, Sacramento, CA 95833. Our internships provide an opportunity to work in a variety of different aging-related disciplines such as public policy, aging administration, community engagement, communications, and more.

If you are interested in applying for an internship position at CDA, submit your resume, a cover letter describing your interest in CDA, and your top three divisions of interest to the CDA Human Resources department at [Careers@aging.ca.gov](mailto:Careers@aging.ca.gov). Only fully completed submissions will be evaluated and will be reviewed on a monthly basis.

Review the [CDA Volunteer Internship](#) internet page to further explore the programs available. If an internship opportunity that matches your academic and professional goals is available, we will reach out to schedule an interview. Most internship placements begin in September, January, and May.



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## Eligibility:

- Open to college students, graduate students, recent graduates, and non-student career professionals.
- Volunteer time commitment: 5 to 20 hours per week.

**Full Name** \_\_\_\_\_

**College/University** \_\_\_\_\_

**Degree Program** \_\_\_\_\_

**Graduation Date** \_\_\_\_\_

**Contact Number** \_\_\_\_\_

**Email** \_\_\_\_\_

**Cumulative GPA** \_\_\_\_\_

- Check for special preference under [Government Code section 18220](#).

## Cover Letter & Resume: *Make sure to include –*

- Extracurricular activities/experiences relevant to this internship
- Interest in the program and what you hope to gain
- Background with/or experiences that influence your interest in or perspective of gerontology and public policy
- Long-term goals and aspirations

## Internship Type:

*Select the type of internship you would like to apply for (select all that apply):*

- In-Person on site at CDA Headquarters
- Hybrid (Virtual/In-person)
- Other specify: \_\_\_\_\_