

Intern for State Senator Rebekah Warren's Legislative Office
Positions Available for Fall 2018

Organization: State Senator Rebekah Warren

Position: Democratic Legislative Intern

Salary Range: Unpaid, school credit available

Job Description:

State Senator Rebekah Warren is a progressive Democrat from the 18th Senate District, which covers much of Washtenaw County (including the University of Michigan, Eastern Michigan University, and Washtenaw Community College). She is currently seeking 2-4 legislative interns to assist in all the responsibilities of running busy and effective legislative offices in Ann Arbor and Lansing.

Responsibilities may include:

- Researching and responding to constituent concerns and inquiries
- Researching policy issues
- Compiling committee folders
- Drafting social media posts, including for Facebook and Twitter
- Writing tributes, thank you and congratulatory notes
- Answering and conducting constituent phone calls
- Data entry, filing and assisting with general office work
- Conducting community outreach and attending student and community events
- Other projects as needed

Qualifications:

- Excellent writing and interpersonal skills
- Dependability
- Strong organizational skills
- Attention to detail
- Ability to interact professionally with a broad range of people from diverse backgrounds
- Capability to manage multiple tasks simultaneously and to adapt to a very dynamic environment
- Competency with Microsoft Office
- Commitment to the values and ideals of the Democratic Party
- Previous office experience, letter writing skills and knowledge of the legislative process is a plus, but not required
- Hours are negotiable (prefer 10 hours/week or more)

To apply, please send your resume and cover letter (including your preferred weekly schedule, and start and end dates) to:

senrwarren@senate.michigan.gov

Please submit materials no later than August 10th, 2018. Applicants will be considered on a rolling basis, and early submission is encouraged.