

Internship with State Senator Curtis Hertel, Jr.'s Legislative Office

Office: Senator Curtis Hertel, Jr.

Position: Legislative Intern

Salary/hours: Unpaid, School credit available; 10-15 hours/week

Position Description

Senator Hertel is a Democratic State Senator representing Michigan's 23rd Senate district, which covers most of Ingham County, including East Lansing and Lansing. His office is currently seeking 2 legislative interns to assist in his Lansing office. Interns will gain valuable experience working a fast-paced legislative office and leave with a strong understanding of the legislative process.

Responsibilities

- Communication with constituents
- Monitoring legislation
- Written correspondence to groups within the 23rd Senate district
- Legislative research as needed
- General office duties, including answering phones, assisting with organizational systems, etc.

Qualifications

- Strong writing and communication skills
- Excellent organizational skills
- Comfortable with Microsoft Office
- Previous office experience is useful but not required
- Professional demeanor

Interested applicants should send a resume to SenCHertel@senate.michigan.gov