



28TH DISTRICT  
STATE CAPITOL  
P.O. BOX 30014  
LANSING, MI 48909-7514  
PHONE: (517) 373-1772  
FAX: (517) 373-5906  
E-MAIL: [patrickgreen@house.mi.gov](mailto:patrickgreen@house.mi.gov)

## MICHIGAN HOUSE OF REPRESENTATIVES

### **PATRICK GREEN** STATE REPRESENTATIVE

#### **Position Posting:** Legislative Intern

#### **About Rep. Green:**

Patrick Green serves Michigan's 28<sup>th</sup> House District, which includes the city of Center Line and the western portion of the city of Warren, the third largest city in the state. Prior to serving in the State Legislature, Rep. Green served on the zoning board for 7 years and Warren City Council for 9 years. He has a professional background in insurance. Some of Rep. Green's legislative priorities include improving funding for education, increasing access to skilled trades, bringing sustainable jobs to Michigan, and creating an economic path to the middle class.

#### **General Description:**

Seeking a legislative intern to assist in the responsibilities of running Rep. Green's Lansing office and serving the residents of Warren and Center Line. Candidates should possess a strong desire to learn the legislative process and contribute to the team. This is an unpaid position, but school credit is available. This is a part-time position, with a minimum of 8 hours per week. Hours are negotiable.

#### **Qualifications:**

- Strong written and verbal communication skills
- Professional demeanor and ability to work with people of diverse backgrounds
- Attention to detail
- Ability to work independently and be a self-starter
- Dependability
- Willingness to learn about the legislative process and improve professional skills

#### **Responsibilities:**

- Preparing and drafting well-researched responses to constituent opinions and questions
- Assisting with constituent casework and working with state departmental liaisons
- Drafting tributes, as well as thank-you and congratulatory notes
- Researching policy issues and assisting with various legislative tasks
- Preparing staff members and the representative for committee, session, and meetings
- Participating in legislative walks with staff in Macomb County as available
- Fielding calls from constituents
- Attending events in Lansing (or Macomb County, depending on interest/location/availability) w/ staff
- Data entry, filing, labeling, and other administrative tasks

Please send your resume, cover letter, availability, and at least one writing sample to Kristi Schmidt at [kschmidt@house.mi.gov](mailto:kschmidt@house.mi.gov). Feel free to call the office at 517-373-1772 if you have questions or need additional information.