

Legislative Intern -- Michigan House of Representatives

Office: State Representative Sheldon Neeley, 34th District

Caucus: Democrat

Description:

A Legislative Intern may be asked to assist the Representative and/or his staff with tasks involving policy, communications and press relations, constituent affairs, general office management, and other miscellaneous tasks that are essential to running an office in a fast-paced environment. Some responsibilities will include answering phones, monitoring legislation, research, and written correspondence to groups and individuals within the district. Legislative Intern will gain valuable hands-on experience. Additionally, he or she will have opportunities to network and attend committee hearings, House sessions, as well as various state and local government. Hours and length of internship are negotiable.

Salary Range:

This is an unpaid position, but college credit is possible. (See your school's Internship Coordinator.)

Minimum Qualifications:

Strong verbal and written communication skills, as well as the ability to work efficiently and independently. Previous office experience, as well as some knowledge of the legislative process, are positives, but not required. Basic computer skills are required, including a working knowledge of Microsoft Office applications. Excellent telephone skills and a positive attitude are highly preferred.

Deadline

This position will remain open until filled.

Contact Information:

Please send your résumé and a cover letter to:

Clyde D. Edwards, MSA
Chief of Staff / Legislative Analyst
Office of State Representative Sheldon Neeley
Michigan House of Representatives
34th District (Flint)
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