

WillCounty

Summer Internship Program

Organization Name	District Office of State Senator Meg Loughran Cappel
Industry	Government
Internship Title	Summer Intern
Hours per Week	10
Rate of Pay	\$15
Start/End Dates	06/10/2023

About Company

We are a governmental office that host events within the District as well as provide services and resources to the community.

Position Description

The student who accepts the position would attend and support events in District, some data entry, Constituent correspondence, and General upkeep/maintenance of office. This is a great learning opportunity to see how government works.

Knowledge, Skills, Abilities/Interests Desired

Good communication skills, friendly, team player.

Physical Demand of Position

Some lifting of literature, boxes, and occasionally a folding table. table.

Documents Required

References

Driver's License

Business Contact

Michelle Westerhoff

Title

Chief of Staff

Contact Number

(815) 483-5562

E-mail

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