

WillCounty

Summer Internship Program

Organization Name	Office of State Representative Natalie Manley
Industry	Government
Internship Title	Summer Intern
Hours per Week	10-20
Rate of Pay	18 an hour starting pay
Start/End Dates	06/10-08/19

About Company

State Representative Natalie Manley has served in office for 12 years, supporting our constituents and bringing about legislation.

Our District Office serves as the primary stop for constituents to contact facing issues. We host events throughout the area.

Position Description

State Representative Natalie Manley is now seeking interns to assist with constituent services, event planning, and office operations in the 98th District office, serving parts of Joliet, Bolingbrook, Romeoville, Plainfield, and Crest Hill.

Duties Include:

- Engaging with constituents online, by phone, and door to door
- Planning and attending local events
- Assisting with legislation and policy research
- Providing administrative support
- Building databases of contact information

Knowledge, Skills, Abilities/Interests Desired

Highly-motivated, self-starter

Research and communications skills

- Interest in state and local government
- Able to work a minimum of 2 hours per day with flexible scheduling
- Must have reliable transportation.

Physical Demand of Position Must have reliable transportation.

Documents Required

Resume

Cover Letter

References

Business Contact Tyler Giacalone

Title Chief of Staff

Contact Number

(815) 725-2741

E-mail

repmanley@gmail.com