

# WillCounty

## Summer Internship Program

<b>Organization Name</b>	State Senator Rachel Ventura's District Office
<b>Industry</b>	Government
<b>Internship Title</b>	Summer Intern
<b>Hours per Week</b>	10
<b>Rate of Pay</b>	15.00 / no benefits
<b>Start/End Dates</b>	June - July

### About Company

Under the supervision of the State Senator, Chief of Staff, and District Staff employees, the intern will complete tasks related to legislation, community events, and day-to-day tasks in the district office.

### Position Description

- Drafting Letters (Constituents, Elected Officials, Local Government, Non-profit organizations, and congratulations letters)
- Organize Legislation notes and supporting documents
- Constituent Casework
- Assist with reaching out to state agencies for casework
- Update and respond via IConstituent
- Listen, take notes, questions, concerns, or messages, via phone or in person, relay the message to the office staff or Senator
- Update contact information in Excel, Air Table, and other applications as needed
- Maintain digital records (Data Entry)
- Research
- Assist with advisory committees for policy work
- Press Tracking
- Table community events and/or help in organizing events
- Design flyers, infographics, or social media graphics

### Knowledge, Skills, Abilities/Interests Desired

Working knowledge of Google Suites

- General Office/Computer Skills
- Strong organizational skills
- Attend Weekly Meetings
- Excellent communication skills
- An ability to work independently and collaboratively
- Has transportation and/or a drivers license
- Ability to work a flexible schedule, including weekends

**Physical Demand of Position** no

**Documents Required**

Resume

Driver's License

**Business Contact** John Laesch

**Title** Chief of Staff

**Contact Number** (331) 290-0443

**E-mail** jobs@senatorventura.com