



Legislative Internship – 2010 Legislative Session

January – March 2010

The Washington State Secretary of State's Office is seeking qualified candidates for an unpaid internship assisting the agency Legislative Liaison and Executive staff during the 2010 Legislative Session. The intern will research, summarize, and track legislation critical to the office. The Office of the Secretary of State includes the Elections Division, Washington State Library, Washington State Archives, and the Corporate/Non-Profit licensing Division. The Legislative Intern will track legislation pertaining to OSOS divisions, attend legislative hearings, conduct research for agency staff, and complete work relating to the various issues that may arise during Legislative Session..

Place of Employment and Housing

The internship lasts from January 4, 2010 through the end of March 2010, depending on the student's academic schedule. The Legislative Intern will work in the Executive Office of the Secretary of State in the Capitol Building and have access to computer and other equipment to complete the day-to-day tasks assigned. The standard work day is 8:00p.m.-5:00p.m., 40 hours per week. Due to the nature of the hectic legislative session, we cannot accept part-time interns. Housing arrangements must be made by the intern applicant and are not included in the internship. While the internship is unpaid, the Office of the Secretary of State will work with a school to assist with financial aid paperwork.

The Legislative Liaison and Assistant to the Secretary of State will work with the intern to provide assignments, direction and guidance. The Assistant to the Secretary will work with the school to insure that all academic requisites have been made in order for the intern to earn necessary college credit.

Pre-requisites and Application Process

Must be in the process of completing or have completed a degree in Political Science, Public Administration, Public Policy, Communications, or Pre-law. The ideal candidate should demonstrate research and writing abilities, have a good understanding of the governmental process, and should be proficient in Microsoft Word and Excel.

Closing date for consideration will be Monday, November 13th, 2009 by 5:00 p.m. Prospective candidates will be notified of interview times on November 17th. Interviews will be conducted in person or over the phone during the week of November 27th. The selected candidate will begin work on January 4th.

Interested individuals should send a cover letter, resume, and two references (both academic) to: Patrick McDonald, Internship Coordinator, Office of the Secretary of State, P.O. Box 40220, Olympia, WA 98504-0220 or e-mail: pmcdonald@secstate.wa.gov.