

Your Chamber Means Business



Title:

Government Affairs Intern

Description of Duties:

The GAI will work directly with the Chamber's Government Affairs Manager. The position is unpaid, but meets all of the school's requirements to ensure the student receives credit. Duties will include:

- supporting Chamber's Joint Government Affairs and Education & Workforce Development divisions
- supporting the Snohomish County Committee for Improved Transportation and the Business Alliance for Snohomish County
- read and analyze policy documents
- drafting brief policy briefs and other short publications
- coordinating meetings with local, county and state officials offices
- assist in planning events with state and local officials

Skills & Qualifications:

The following skills are *necessary* for potential applicant to possess:

- a desire to expand one's knowledge about the processes of federal, state, county and local governments
- an interest in how Chambers and other trade organizations advocate on behalf of their membership
- an interest in federal, state, county and local public policy issues
- a proficiency in Microsoft Office products (Word, Excel, Outlook, Publisher)
- excellent writing skills
- the ability to work effectively in individual and group settings and with volunteers and committees
- time management, organization and communication skills

The following skills are *recommended*, but not necessary, for potential applicants:

- ability to condense information into simple and concise language
- knowledge of the basic state, county and local governmental policies and elected officials
- knowledge of current state, county and local public policy issues
- prior experience in government affairs/public policy
- event planning

Benefits to the Student:

Students will get a first hand look into an arena many will find themselves in after graduation. Real world experience in the everyday operations of state, county and local politics looks good on a resume and will prove valuable in future endeavors. Political science majors who plan to go into non-profit, public or private sector careers will undoubtedly need this experience. Chambers of Commerce are a great gateway into the community with a diverse membership of small and large businesses, non-profits and public agencies.

Minimum # of Hours:

15+ hours per week preferred. Maximum of 30 hours per week. Hours and schedule are negotiable. Some work can be done electronically off-site.

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Start/End Date:

Interns accepted on a rolling basis. Start and end dates are negotiable.

Internship Supervisor:

Patrick Pierce
Government Affairs Manager
Everett Area Chamber of Commerce
(425) 257-3222 x211
patrick@everettchamber.com

Application Information:

Please send resumes to Patrick Pierce via email. Cover letters are not necessary. Questions by email and phone are ok.

Application Deadline:

None.