

Political Finance Intern

Newman Partners is a top level consulting firm, focused on fundraising and strategy for progressive political campaigns in Washington state. This is a great opportunity to gain experience in campaign work - particularly the fields of research, finance, community organizing, voter contact, volunteer recruitment and more.

Because of the very public presence of our clients, the utmost level of confidentiality and awareness that any action taken can reflect on these public officials is required of each intern.

Description of responsibilities

- Assist with special event coordination, planning, recruiting attendees, and day-of-event operations
- Conduct research, help with database management, contact supporters and donors
- Making phone calls to past and current donors to follow up on event invitations and invite them to events for the campaign
- Work with staff to carry out administrative duties, including data entry, mass mailings, filings, answering the phone and other office related tasks
- Assist with the distribution of event materials, including but not limited to invitations and event signage
- Other responsibilities as they develop, based on intern interest areas and campaign needs

Skills or qualifications that we'd like applicants to possess

Must be well-organized and very detailed oriented

Ability to work in a professional environment

Excellent communication skills

Flexible hours -prefer someone who can commit to at least 5 hours per week in order to successfully to get a feel of the team environment.

Start and end dates

Flexible

Internship supervisor's name and title

Gina Topp

Political Consultant

If you are interested and ready to gain some real on the ground experience in the exciting world of politics, **please send your resume to gina@newmanpartners.com with "Finance Internship" as the subject line.**

Application deadline, if there is one

No deadline