Off-Campus Employment

Job posted on 2014-03-11 by 00026579; posting expires on 2014-04-15

Employer: U.S. Senate

Position: Internships

Job Description: Internship,

Communications

Assist with campaign communications including media monitoring, writing and editing.

Time commitment: flexible up to 30 hours a week.

Finance

Assist with donor research- ensuring records are up to date with the latest contact information and donor history

Assist with event development: conducting follow up phone calls to event invitees, helping with invitations and event mailings

Staff and help at fundraising events on a case by case basis

Interns should have a positive attitude.

Time commitment: flexible, but preferably 10-15 hrs./week

Political

Assist the Political Director with organizing and planning of political events around the state. Specific activities include development of lists, phone calls to local political activists and other organizing activities.

Time commitment: flexible up to 30 hours a week.

Research

Assist the research department in providing the campaign with a variety of information. This information is used in all aspects of the campaign to expand opportunities.

Time commitment: flexible up to 30 hours a week

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Volunteer

Assist with Volunteer recruitment.

Schedule Volunteers for various campaign activities.

Staff and assist with event management.

Limited data entry.

Staff front office desk, answering phones and greeting visitors

Other duties as assigned.

Interns should have a positive attitude.

Time commitment: flexible up to 30 hours a week.

Field Office Staff

Assist field office staff at various offices around the state. The number of positions available will be determined at a future date.

Internships are non-paying.

The Internships will be based in Charleston at the Main Campaign Office with the exception of the Field Office Staff.

Qualifications: All interns will be expected to sign a confidentiality contract prior to beginning the internship.

Application Instructions: Deadline to apply is April 15, 2014. Please send a letter of application, and resume

Jim Kerrigan, Volunteer Director - Jim@natalietennant.com