Government Affairs Legislative Intern

2019 Legislative Session

The Georgia Chamber of Commerce is Georgia's largest business advocacy organization. Our focus is on keeping, growing and creating new jobs as well as advancing economic development opportunities in our state. We have an aggressive, proactive approach to state policy issues, and we transcend regional boundaries to create a state-wide network of business leaders working to help Georgia's economy thrive.

Currently, we are offering a learning experience for two internships in the Chamber's Public Affairs Department. Interns will assist the government affairs team at the state capitol during the 2019 Legislative Session. Interns will have the opportunity to gain hands-on experience in state lobbying efforts and gain knowledge of key stakeholders and issues of importance in the state of Georgia.

Position Title: Government Affairs Intern

Reports To: Senior VP of Public Affairs, VP of State and Political Affairs, Director of Government Affairs, State and Political Affairs Director, and Government and Political Affairs Coordinator

Position Dates: December 2018 -April 2019 (start dates/schedule flexible)

Hours: 20-24 hours per week

Duties & Responsibilities

The primary purpose of the internship is to assist the government affairs team in their state lobbying efforts at the Capitol during the 2019 Session of the Georgia General Assembly. Potential tasks associated with this include, but are not limited to:

- Attend committee hearings and take detailed notes on legislation that the Chamber is tracking

- Coordinate and prepare handouts for Government Affairs Council meetings
- Assist with creation and distribution of electronic and print information per the direction of the government affairs team

Skills & Requirements

- Third year level student or higher in a baccalaureate program; or graduate studies in related field
- Have a proven track record of strong relationship building skills
- Demonstrate excellent written and verbal communication skills
- Be able to identify and provide the appropriate level of information to stakeholders
- Be able to organize large amounts of information, with high attention to detail
- Be positive and responsive with a high level of professionalism
- Trustworthy and respectful of Chamber mission
- Interest in politics and the legislative process

Benefits

- Parking and expenses reimbursed while on Chamber business
- Credit hours upon agreement and documentation by sponsoring institution
- A stipend of $10 per hour, maximum of 20 hours per week to allow interns to gain valuable experiential education without sacrificing needed income

Application Process

To apply, download the application packet located on the Georgia Chamber career page. Applications will be accepted until **Friday, October 5, 2018.** We encourage you to submit your application as soon as possible. You will receive a confirmation email when your complete application package has been received. **Only complete applications will be considered**. Email the following information to internships@gachamber.com and to Allison Plummer at aplummer@gachamber.com.

- Resume and cover letter
- A reference from an instructor, advisor or other non-relative (or indicate one is being sent by a reference)
- A brief writing sample of no more than two pages. This may be a business style writing sample, or selection from a longer piece written for class, a school newspaper, etc.
- Complete internship packet