



## **Government Affairs Internship: 2022 Legislative Session**

The Georgia Chamber of Commerce is Georgia's largest nonpartisan 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 Public Affairs Department. Interns will assist the government affairs team at the Georgia Capitol during the 2022 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

**Positions Available:** Two - Three

**Position Dates:** December 2021 through April 2022 (flexible on actual start and end dates)

**Hours:** 20-24 hours per week

**Prerequisites:** Third year level student or higher in a baccalaureate program; or graduate studies

### **Behavioral traits, attitudes, and skills required:**

The ideal candidate will:

- 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

### **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 2022 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

**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

**To Apply:**

Email the following information to [jobs@gachamber.com](mailto:jobs@gachamber.com) with the subject line 'Government Affairs Internship.' Applications will be accepted until Friday, December 3, 2021. We encourage you to submit your application as soon as possible.

- 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.