

## **Legislative Office Internship—Second Franklin District**

**Summary:** The office of State Representative Denise Andrews seeks unpaid legislative office interns from across the Second Franklin District to help serve the district's residents and to ensure thorough representation in each town. A minimum of two interns will be selected from each of the six towns in the district: Athol, Orange, Erving, Warwick, Gill, Greenfield.

**Qualifications:** Candidates must be at least 16 years of age. Interns must possess excellent verbal and written communication skills and a basic knowledge of the town that he or she represents as well as the district as a whole.

**Duties:** Constituent Services—Research and answer basic inquiries from district residents and forward more complex inquiries to intern coordinator.

Current Events—Remain up-to-date with activities in hometown through local media. Craft appropriate responses to local activity (i.e. congratulations or condolence cards; arrange for participation in events when appropriate). Attend municipal events as requested.

Special Projects—Propose ideas for special projects and work with fellow interns to execute project plans. Complete additional tasks as assigned by intern coordinator.

**Evaluation:** Maintain regular phone and email contact with supervisor. Participate in regular meetings with supervisor and fellow interns to share ideas, questions and concerns.

**To Apply:** Send a cover letter and resume with three references (including personal and professional) to Avery Oldach at [avery.oldach@gmail.com](mailto:avery.oldach@gmail.com) no later than Friday, April 1, 2011.

\*Please tell us if you need specific accommodations.

\*Equal Opportunity Employer