

MICHIGAN SENATE

SENATOR CAVANAGH

POSITION POSTING

DISTRICT INTERNSHIP OPPORTUNITY

Summary Position Description: The individual will report to the District Director and will assist in the areas of legislation, communications, constituent affairs, and general office management. Some responsibilities will include attending and assisting with in-district events and meetings and provides services and referrals to constituents in the district. The individual represents the Senate Member and the districts legislative positions and priorities to constituents and in turn communicates constituent feedback to the member office team to contribute to the legislative process.

Minimum Qualifications Include: Applicants should be enrolled in an undergraduate or graduate-level academic program and possess strong written and verbal communication skills. A basic understanding of the legislative process and computer office programs is helpful.

Status: \$15 per hour; 20 hours per week. **Intern would work primarily in the Senator's district.**

Governing Caucus: Democratic

This is a non-civil service, at-will position.

Interested applicants please submit a resume and cover letter to:

Thomas Stephenson

PO Box 30036

Lansing, MI 48909

Email: tstephenson@senate.michigan.gov

The Michigan State Senate considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, height, weight, disability, marital status, gender identity or expression, sexual orientation, or any other legally protected status. If you are a person with a qualified disability, you may request any needed reasonable accommodation to participate in the application, testing, and/or interview process by contacting the Senate ADA Coordinator at 517-373-1675.