



PUBLIC AFFAIRS

# SPRING INTERNSHIP OPPORTUNITY

## LEGISLATIVE INTERN FOR THE GREATER PHOENIX CHAMBER



The Greater Phoenix Chamber's internship program will immerse the student in the state legislative process and public policy matters to effectively advocate on behalf of the business community. Additionally the individual will be introduced to the organizational structure of a large non-profit, membership-driven organization which offers various programs to support the productivity and growth of its member businesses. **This internship will be a hybrid-style opportunity with both in-person and work from home roles.**

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### Primary Responsibilities

- Bill tracking: Updating the status of legislative proposals during the legislative session.
- Committee Monitoring: Attending legislative committees, taking notes, and reporting the action of the committees. Also tending to the needs of the Chamber's internal set of committees including meeting set up and correspondence.
- Document Preparation: Preparing documents for the Chamber's Public Affairs and issues committees such as fact sheets and bill summaries, as well as providing updates for Chamber publications including newsletters, press releases, and blog posts.
- City of Phoenix: The intern will also be responsible for attending several council meetings and briefing Public Affairs staff on issues at the city level, in addition to work at the state level.
- Interacting with legislators, legislative staff, Chamber members, city officials/staff, and other various elected officials.

### Candidate Skills and Qualifications

- Applicants must be current students for a Bachelor's degree at one of Arizona's participating universities and have a cumulative GPA of 3.0 or higher at the time of application.
- Have a general understanding of the Arizona legislative process that is necessary for the passage of a law.
- **Interns do not need to be political science majors or know detailed information about the legislative process.**
- The Chamber's Public Affairs team will teach you everything you need to know! The most important attributes of an intern are enthusiasm, a willingness to learn through hands-on experience, and interest in political advocacy. Students from all academic disciplines are encouraged to apply.

### Compensation & Terms of Employment

- This is a full time internship, offering an hourly wage of \$15 per hour for 40 hours per week at the Chamber from January through May.
- The Chamber will work with the student to obtain college credit for the internship.

### Application Information

For more information or to apply, please submit a cover letter, resume and a brief writing sample to Jen Springman, Public Affairs Manager, by email at [jspringman@phoenixchamber.com](mailto:jspringman@phoenixchamber.com).

**Deadline for application is 5 p.m. on October 7, 2022.**