

House of Representatives
HD 59 Educational High School Externship

SUMMARY: The HD 59 Educational Internship program provides Highschool students of any age a chance to see what it's like to work in the Oregon State Legislator. Participants will assist Representative Bonham's office with important research tasks and help with other office tasks. This position is part-time, unpaid but you will be compensated for travel expenses.

REQUIREMENTS: A successful candidate must be a minor attending High School in Oregon. A successful applicant will also have a GPA of 3.25 or higher. Basic working knowledge in Microsoft word and Excel are preferred.

PROGRAM OVERVIEW: This internship will last the whole of the 2020 Oregon State Legislative session from **February 5th** through **March 11th**. High School interns will work primarily from home and will assist in research projects as well as learn basic office administration tasks by working with excel and Microsoft word. The intern will be required to come to the Capitol on their first day for a tour, greeting of the office staff and basic instruction on tasks they will be performing. On the last day the intern will once again come to the capitol to present their "Internship Project" (see below for details) as well as to discuss what they have accomplished and learned with the staff.

INTERNSHIP PROJECT: In addition to the office tasks assigned, an intern will decide on an issue that he/she feels passionate about. Over the course of the internship he/she will find a House or Senate committee and actively research and identify bills that have to do with their issue. The intern will periodically discuss with the Representative over webcam regarding his/her issue and relevant bills that are appearing on the committee. Over the course of the experience, an intern will continuously use this research to draft and complete a brief **Policy Paper**. The paper will be whatever length you desire with a minimum of two pages but must include: 1) A brief description of the issue 2) A list describing the relevant Committee and bills that address the issue 3) Lastly a section describing your policy recommendations on how to address the issue. This could include amendments to existing bills or recommending for/against existing ones.

Why this internship is worth applying for: If you are trying to figure what you will be doing after high school then this externship is a great way to figure it out! You will be working from home and will have the chance to meet your state representative and help the office with administrative tasks.

TO APPLY: Submit a resume and a one page cover letter about your interests and why you want to intern for this office to Rep.DanielBonham@oregonlegislature.gov. **DEADLINE IS December 31st, 2019.**

If you have questions: Call 503-986-1459 and a staff member will answer.