

INTERN POSITION(S)

Representative Mark Owens (R-Crane) is currently a member of the House Revenue Committee, House Housing Committee, and the House Water Committee.

Rep. Owens is currently seeking a Legislative Intern(s) for the 2021 Legislative Session. Internships are part-time, volunteer/unpaid, temporary position(s) for the duration of the 2021 Legislative Session (approximately 6 months), starting January 18th. These position(s) are unpaid, but look great on a resume. We are willing to work around class schedules if you are attending college, and there may be opportunity for credit through your University.

DUTIES & RESPONSIBILITIES

The interns work under the supervision of the Representative and his Chief of Staff, providing office support, researching bills, assisting with constituent issues, doing general research, filing, and assisting the Representative and other staff members.

The Chief of Staff will supervise and coordinate the activities of the office interns.

WORKING CONDITIONS

The Legislature is a fast-paced environment. Internships are temporary, part-time positions for the duration of the 2021 Legislative Session. Employees working directly for Legislators must be able to perform duties in a typical office setting with minimal supervision. If hired, you will need to bring your own laptop computer to work from. In the event that the 2021 Legislative Session is conducted remotely, your internship participation will be virtual (conducted via Zoom or Microsoft Teams).

MINIMUM QUALIFICATIONS

Must possess a high school diploma or GED and be enrolled in an Oregon University, College, or Community College. Must be able to drive yourself to Oregon State Capitol Building (900 Court St. NE, Salem) several days a week (depending on the schedule you work out with our office). Must have your own laptop computer to work from—this will be especially important in the event that your internship will be conducted virtually. Please note—we do not reimburse interns for gas, mileage, parking, or travel expenses. Previous legislative or internship experience not required.

DESIRED ATTRIBUTES

This position requires excellent oral and written communication skills, as well as exemplary research and basic editorial skills. A successful applicant should have computer skills and excellent communication skills in order to work effectively with legislative staff. A working knowledge of basic Windows operating systems, specifically Microsoft Outlook, Word, Internet,

Excel, Powerpoint, etc. is required. Interns should be able to maintain regular office hours according to the schedule you work out with our office and be punctual.

TO APPLY

Applications will be accepted until the position(s) are filled. Consideration of applications will begin immediately, and virtual interviews will be scheduled accordingly with qualified applicants.

Email your cover letter and resume to: Andrea Dominguez (Chief of Staff) at rep.markowens@oregonlegislature.gov. Questions concerning the position should be directed to Andrea Dominguez via the email above.

**Equal Opportunity / Affirmative Action Employer
Women, Minorities and Persons with Disabilities Are Encouraged to Apply
ADA Accommodations Will Be Provided Upon Request**