



**NANCY NATHANSON**  
**STATE REPRESENTATIVE**  
DISTRICT 13  
HOUSE OF REPRESENTATIVES

## **Legislative Internship for State Representative Nancy Nathanson**

**Job Title:** Legislative Intern

**Location:** Remote or State Capitol, Salem, OR

**Duration:** Part time, limited duration for the 2022 Legislative Short Session (Start date of mid-to-late January through end date of mid-March, with some flexibility about specific start and end dates, and hours/days of work)

**Compensation:** Unpaid (for school credit), with the possibility of stipend

**Application Deadline:** Position open until filled

**Position Responsibilities:** The Legislative Intern will work under the direct supervision of legislative staff with the primary areas of responsibility:

- **Office Administration:** Perform a variety of routine clerical tasks such as filing, typing, photocopying.
- **Constituent Services:** Under staff supervision, help respond to basic HD 13 constituent issues (via phone, email, letter, or in person) by providing resources and solutions.
- **Communications:** Gather background material for newsletters, social media, etc., and provide to staff for review.
- **Policy Work:** Complete research assignments on policy areas to expand knowledge in areas important to HD 13 constituency. Attend meetings and events with the Representative to learn about the legislative process.
- **Other Duties as Assigned**

**Desired qualifications:**

- Strong written and oral communication skills with attention to detail and tactfulness
- Ability to communicate respectfully with all visitors and co-workers
- Ability to listen carefully and follow detailed assignment instructions
- Fluency in using Microsoft Office products with speed and accuracy
- Ability to exercise professional judgement where needed
- Commitment to maintain confidentiality

**Application Instructions:** Please supply a resume as a PDF document to Representative Nancy Nathanson at [Rep.nancynathanson@oregonlegislature.gov](mailto:Rep.nancynathanson@oregonlegislature.gov) with "Legislative Intern application" as the subject line

*Representative Nathanson is an equal opportunity employer and does not discriminate in the selection of candidates for employment on the basis of race, color, national origin, religion, sex or sexual orientation, marital status, disability, military service, family medical history, legal source of income, gender identity, political affiliation, or family leave obligations. Women, minorities, and people with disabilities are encouraged to apply. ADA accommodations will be provided upon request.*