

Representative Mark Johnson (R-Hood River) is currently the Vice-Chair of the Energy and Environment Committee. He also sits on the Higher Education and Workforce Development and Revenue Committees.

Rep. Johnson is currently seeking Legislative Intern(s) for the 2015 Session. Internships are part-time, volunteer/unpaid, temporary position(s) for the duration of the 2015 Legislative Session (approximately 5 months), starting in February. 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 senior 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 office interns.

WORKING CONDITIONS

The Legislature is a fast-paced environment. Internships are temporary, part-time positions for the duration of the 2015 Legislative Session starting in February, and will last approximately five months. Employees working directly for Legislators must be able to perform duties in a typical office setting with minimal supervision.

MINIMUM QUALIFICATIONS

Must possess a high school diploma and be enrolled in an Oregon university, College, or Community College. Must be able to drive self to Oregon State Capitol Building (900 Court St. NE, Salem) several days a week (depending on the schedule worked out with our office). Please note – we do not reimburse interns for gas or travel expenses. Previous legislative or internship experience not required.

DESIRED ATTRIBUTES

This 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, etc. is required.

TO APPLY

Applications will be accepted until the position(s) are filled. Consideration of application will begin immediately, and interviews will be scheduled accordingly with qualified applicants. The Intern application can found at:

<https://www.oregonlegislature.gov/EnterpriseDocumentLibrary/internApplication.pdf>

Email your application, cover letter and resume to: Cassandra Kornacki (Chief of Staff) at crkornacki@gmail.com. Questions concern the position should be directed to Cassandra Kornacki at 716-799-3969

Equal Opportunity / Affirmative Action Employer