



OREGON HOUSE OF REPRESENTATIVES SPEAKER OF THE HOUSE

Speaker Tina Kotek, who represents House District 44 (North/ NE Portland) is seeking an intern for the 2021 legislative session. This part-time internship will be remote-only.

DUTIES & RESPONSIBILITIES

This session, the Speaker's Office is seeking interns to fulfill two tracks within the office:

1. Communications Focus: assist the Communications Director with media tracking, drafting graphics and social media posts, and other duties as assigned;
2. Policy Focus: assist the Legislative Director with policy tracking, drafting committee notes, and other duties as assigned.

In your cover letter, please identify which internship track you are most interested in. Interns in both tracks will also provide general office support, assist with constituent issues, general research, filing, and assisting the Speaker and other staff members with duties as assigned.

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 remote office setting with minimal supervision. Interns are paid \$15 per hour and overtime eligible.

COMMITMENT

- Minimum of 5-month internship duration expected
- 2 days a week

MINIMUM QUALIFICATIONS

- Demonstrated interest in public policy issues and the legislative process.
- Dynamic, positive, highly motivated, responsible, and self-directed.
- Strong written and oral communication skills, with a high attention to detail and tactfulness.
- Fluency in using Microsoft Office products with speed and accuracy, especially Excel.

POSITION REQUIREMENTS

- Must be enrolled in an Oregon university, college, or community college.
- During session, must be able to work independently and remotely
- Position may involve occasional evening and weekend work in special circumstances
- Previous legislative or internship experience not required.

TO APPLY

Applications will be accepted until the position is filled, but first review will begin on February 19, 2021. Interviews will be scheduled accordingly with qualified applicants.

Email your cover letter and resume to: AmyBeth Stevens at rep.tinakotek@oregonlegislature.gov

Speaker Kotek 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, age, 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.

Questions concerning the position should be directed to AmyBeth Stevens at 503-986-1200.

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