JOB TITLE: Legislative Intern

BACKGROUND: Representative Jeffrey Sánchez serves as the Massachusetts State Representative for the 15th Suffolk/Norfolk District, which includes the Boston communities of Mission Hill, Jamaica Plain, Roslindale, and a section of Brookline. Representative Sánchez is also Chairman of the Joint Committee on Health Care Financing. His legislative agenda emphasizes initiatives that address public health and healthcare, access and retention in education, public infrastructure development, racial and ethnic disparities, workforce development, and affordable housing.

DESCRIPTION: We are seeking an intern for the 2017 Spring Semester to assist the District Staff on a variety of tasks in the Massachusetts State House. This is an excellent opportunity for those interested in gaining political experience and legislative experience.

RESPONSIBILITIES:

- Assist writing and editing support letters, constituent letters, and newsletters;
- Attend hearings and briefings and report findings;
- Assist the Committee on Health Care Financing with public hearings and research;
- Assist in legislative tracking and research;
- Volunteer at District events; and
- Perform administrative duties to facilitate the legislative process.

HOURS: Hours are flexible but we prefer an intern to work at minimum 10 hours per week.

QUALIFICATIONS: The position requires candidates to possess excellent verbal and written communication skills, critical thinking skills, and the ability to work in a team setting. Undergraduate and Graduate students from all majors are encouraged to apply. Ability to speak Spanish is a plus but is not required. Must be enrolled in an accredited college or university.

BENEFITS: This is an unpaid internship but provides an ideal opportunity for students to work in a professional environment and gain valuable skills, specifically in political science and communication. Summer internships also consist of an intern lecture series by influential government officials. Course credit is available.

TO APPLY: Please send an email with a cover letter and resume to Collin Fedor, Collin.Fedor@mahouse.gov or call 617-722-2430.