

**League of Women Voters of Maryland
LWVMD Spring 2020 Legislative Internship (Stipend)
Career Connector Job ID #10247**

Description

For the 2020 session, LWVMD will be taking on an ambitious legislative agenda. These topics will fall under the categories of Making Democracy Work, Protecting the Environment & Promoting Social and Economic Justice.

The LWVMD Legislative Session Intern will work closely with the State Director in a variety of aspects of the organization.

A large portion of the internship will be focused on nonpartisan legislative advocacy work of the League, but will also include nonprofit management, and civic education work.

POTENTIAL INTERNSHIP ACTIVITIES INCLUDE:

Related to Legislative Advocacy

Assists with Reviewing, editing, and submitting testimony on legislation to the Maryland General Assembly
Coordination with League members on advocacy activities that include participation on coalition led campaigns, member outreach, and events

Assisting in the review and publication process of LWVMD's Report from State Circle

Learning about and assisting with online messaging/campaigns via blog, Facebook, Twitter, & Instagram posts

Related to Nonprofit Management

Learning about and assisting with grassroots volunteer coordination, communication, and engagement

Participating in fundraising activities, both online and at in-person events

Assisting with event & workshop planning and coordination

Assists with outreach and coordination regarding member recruitment and retention

Coordination with local chapters of LWVMD as appropriate

Civic Education

Sharing nonpartisan educational information about issues and voting with members and the general public

Updating online resources for Voter's on the LWVMD website

QUALIFICATIONS: As a volunteer-run grassroots organization, it is important the intern is comfortable working in a fast-paced environment where priorities shift quickly. The successful candidate will possess strong organizational skills, with the ability to prioritize shifting duties efficiently. During the hustle of the legislative session, the intern must have the ability to be flexible and balance multiple projects. Experience with Google Docs, Microsoft Office Suite, and basic office equipment is a must. Interest in promoting and increasing activism through social media is a plus.

LWVMD is committed to nonpartisan issue-based advocacy and voter education. The intern must be confident in and able to express their ability to commit to carrying out the duties of this role without partisanship.

Ideally, the intern will be available to work two 5-hour days in the Annapolis LWVMD office over 13 weeks from on or about 1/6/2020 – 4/10/20. LWVMD is happy to discuss any special project proposals the intern would like to accomplish during their internship period, and provide guidance as needed.

A stipend of \$1000 is available with possibility of an additional travel stipend. Onsite parking will be provided.

How to Apply

Email resume and a thoughtful cover letter to stateoffice@lwvmd.org no later than November 15, 2019 with the subject line "2020 LWVMD Legislative Internship".

Location : Annapolis, Maryland United States

Desired Class Level(s): Junior, Senior